

Senate  
Senate Chamber  
Room E3-262 Engineering Building  
WEDNESDAY, April 5, 2017  
1:30 p.m.

**A G E N D A**

**I MATTERS TO BE CONSIDERED IN CLOSED SESSION - none**

**II MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE**

1. Revision to the Academic Schedule for 2016-2017 Page 5

**III MATTERS FORWARDED FOR INFORMATION**

1. Report of the Senate Committee on Awards – Part A  
[February 21, 2017] Page 9
2. In Memoriam: Dr. James N. Wright Page 21
3. Report on Research Contract Funds Received,  
July 1, 2016 - December 31, 2016 Page 22
4. Memo from University Secretary RE: Change in Location of  
June 21, 2017 Senate Meeting to Bannatyne Campus Page 26

**IV REPORT OF THE PRESIDENT Page 27**

**V QUESTION PERIOD**

Senators are reminded that questions shall normally be submitted in writing to the University Secretary no later than 10:00 a.m. of the day preceding the meeting.

**VI CONSIDERATION OF THE MINUTES  
OF THE MEETING OF MARCH 1, 2017**

**VII BUSINESS ARISING FROM THE MINUTES - none**

**VIII REPORTS OF THE SENATE EXECUTIVE COMMITTEE  
AND THE SENATE PLANNING AND PRIORITIES COMMITTEE**

1. Report of the Senate Executive Committee Page 40
2. Report of the Senate  
Planning and Priorities Committee

The Chair will make an oral report of the Committee's activities.

<b>IX</b>	<b><u>REPORTS OF OTHER COMMITTEES OF SENATE, FACULTY AND SCHOOL COUNCILS</u></b>	
1.	<b>Report of the Senate Committee on Awards – Part B <u>[February 21, 2017]</u></b>	Page 42
2.	<b><u>Undergraduate Curriculum and Course Changes, Department of Statistics, Faculty of Science</u></b>	Page 46
	a) <b><u>Report of the Senate Committee on Curriculum and Course Changes</u></b>	Page 46
	b) <b><u>Report of the Senate Planning and Priorities Committee</u></b>	Page 48
3.	<b><u>Reports of the Faculty Council of Graduate Studies on Program and Curriculum Changes</u></b>	
	a) <b><u>RE: Proposal for a Master of Human Rights</u></b>	Page 71
	(i) <b><u>Report of the Senate Planning and Priorities Committee</u></b>	Page 77
	b) <b><u>RE: Department of Agribusiness and Agricultural Economics</u></b>	Page 194
	c) <b><u>RE: Asper School of Business</u></b>	Page 197
	d) <b><u>RE: Department of Computer Science</u></b>	Page 199
	e) <b><u>RE: Department of Curriculum, Teaching and Learning</u></b>	Page 201
	f) <b><u>RE: Department of Landscape Architecture</u></b>	Page 204
	g) <b><u>RE: Department of Occupational Therapy</u></b>	Page 206
	h) <b><u>RE: Department of Sociology</u></b>	Page 209
	i) <b><u>RE: Faculty of Social Work</u></b>	Page 212
	j) <b><u>RE: Revisions to the Faculty of Graduate Studies Academic Guide</u></b>	Page 214
4.	<b>Report of the Senate Committee on Academic Review RE: Proposal for an Indigenous Institute of Health and <u>Healing</u></b>	Page 303

<b>5.</b>	<b><u>Reports of the Senate Committee on Admissions</u></b>	
a)	RE: Revised Admission Regulations, Diploma in Agriculture, Faculty of Agricultural and Food Sciences	Page 334
b)	RE: Updated Supplementary Regulations, Environmental Design Program, Faculty of Architecture	Page 337
<b>6.</b>	<b>Report of the Joint Senate Committee on Joint Masters Programs RE: Revised Admission Requirements for the Joint Master of Public Administration</b>	Page 344
<b>7.</b>	<b><u>Reports of the Senate Committee on Instruction and Evaluation</u></b>	
a)	RE: Proposed Regulation on Accommodation for Missed Undergraduate Term Examinations, I.H. Asper School of Business	Page 346
b)	RE: Revised Academic Regulations, Faculty of Engineering	Page 358
(i)	Procedure Regarding the Inclusion of Elective Courses Taken Towards a Student's Degree Requirements	Page 361
(ii)	Course Selection	Page 361
(iii)	Grading and Assessment	Page 362
(iv)	Withdrawal from Courses	Page 362
c)	RE: Revised Academic Regulations for the Bachelor of Environmental Design, Faculty of Architecture	Page 363
(i)	Qualifications for Graduation	Page 367
(ii)	Dean's Honour List	Page 367
(iii)	Residency Requirement	Page 367
(iv)	Probation and Academic Suspension	Page 368
(v)	Incomplete Term Work	Page 368
<b>8.</b>	<b><u>Reports of the Senate Committee on University Research</u></b>	
a)	RE: Proposal to Convert Bryce Douglas Professorship in Finance to a Chair	Page 373

b)	<b><u>RE: Periodic Reviews of Research Centres and Institutes</u></b>	
(i)	<b><u>Centre for Human Rights Research</u></b>	Page 380
(ii)	<b><u>Health Leisure and Human Performance Research Institute</u></b>	Page 384
(iii)	<b><u>Manitoba Centre for Nursing and Health Research</u></b>	Page 388
(iv)	<b><u>Centre for Earth Observation Science</u></b>	Page 393
(v)	<b><u>Centre for Professional and Applied Ethics</u></b>	Page 394

X **ADDITIONAL BUSINESS**

1.	<b><u>International College of Manitoba Renewal</u></b>	Page 395
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XI **ADJOURNMENT**

*Please call regrets to 204-474-6892 or send to [shannon.coyston@umanitoba.ca](mailto:shannon.coyston@umanitoba.ca).*

# MEMO

REGISTRAR'S OFFICE

Room 400 University Centre

PH: 474-9425



UNIVERSITY  
OF MANITOBA

**Date:** March 7, 2017

**Memo To:** Senate

**From:** Neil Marnoch, Registrar

A handwritten signature in black ink, appearing to read 'Neil Marnoch'.

**Re:** **Revision to the Academic Schedule for 2016-2017**

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Please consider the attached request by the Department of Occupational Therapy to change the start date of OT 7800 Advanced Fieldwork to June 19, 2017 from July 3, 2017. This change is proposed to allow greater flexibility for field placements.

Encl.

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

**College of Rehabilitation Sciences**  
Department of Occupational Therapy  
R106-771 McDermot Ave  
Winnipeg, Manitoba  
Canada R3E 0T6  
Phone: 204-789-3897  
Fax: 204-789-3927

March 6, 2017

Neil Marnoch  
Registrar  
University of Manitoba

Dear Mr. Marnoch,

I am writing to request a change in the winter 2017 academic schedule for the MOT course, OT 7800 Advanced Fieldwork.

**Current dates:** July 4-September 15, 2017 (6 week block with a flexible start date; must end by September 15).

**Amended dates:** June 19-September 15, 2017 (6 week block with a flexible start date; must end by September 15).

Note: This course is a fieldwork/practicum that occurs within the occupational therapy community. The course is the equivalent of 6 full time weeks and is flexible to allow for all of our students to be accommodated in the occupational therapy community. As the fieldwork occurs over the summer months at times recruitment of fieldwork sites can be difficult.

**Reason/rationale for change:**

Typically, OT 7800 is scheduled to start immediately after the completion of the winter academic term (MOT courses: OT 7740, OT 7750, OT 7760, and OT 7770). This year the winter academic block for these courses is ending June 16, 2017 rather than the typical June 30<sup>th</sup>.

By allowing OT 7800 to start as early as June 19th there will be increased flexibility for fieldwork dates, thus improving fieldwork site recruitment.

Respectfully submitted,



Pamela Wener  
Associate Professor and Acting Head  
Department of Occupational Therapy



UNIVERSITY  
OF MANITOBA

Graduate Studies

500 University Centre  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone: (204) 474-9887  
Fax: (204) 474-7553

March 10, 2017

Ms. Shannon Coyston  
University Secretary,  
Office of the Academic Specialist  
314C Admin Bldg.  
Fort Garry Campus

Ms. Coyston:

I am pleased to pledge my support for the revision to Winter 2017 academic schedule for the MOT course, OT7800 Advance Fieldwork.

This revision will afford a greater flexibility for field placements and, in turn, improve fieldwork site recruitment.

Sincerely,

Dr. Todd A. Mondor  
Acting Vice-Provost (Graduate Education) & Dean of the Faculty of Graduate Studies

**College of Rehabilitation Sciences**  
R106 – 771 McDermot Avenue  
Winnipeg, Manitoba  
Canada R3E 0T6  
Phone: 204-789-3897  
Fax: 204-789-3927

March 10, 2017

Ms Shannon Coyston  
University Secretary,  
Office of the Academic Specialist  
314C Administration Building  
Fort Garry Campus

Dear Ms Coyston,

I fully support the requested revision to the 2016-2017 Academic Schedule to amend the dates for course OT 7800 Advanced Fieldwork. As indicated, this will provide for increased flexibility for fieldwork dates and improve fieldwork site recruitment.

Sincerely,



Dr Reg Urbanowski  
Associate Professor and Dean  
College of Rehabilitation Sciences

## **REPORT OF THE SENATE COMMITTEE ON AWARDS – PART A**

### **Preamble**

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

### **Observations**

At its meeting of February 21, 2017 the Senate Committee on Awards approved 17 new offers and five amended offers as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A* (dated February 21, 2017).

### **Recommendations**

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 17 new offers and five amended offers as set out in Appendix A (dated February 21, 2017). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin  
Chair, Senate Committee on Awards

## SENATE COMMITTEE ON AWARDS

### Appendix A February 21, 2017

#### 1. NEW OFFERS

##### **Albert M. Routhier Scholarship**

Albert M. Routhier (B. Comm./1980, B.A./1984) has established an annually funded award at the University of Manitoba to recognize entrepreneurial students in the I.H. Asper School of Business. Beginning in 2017-2018, the scholarship will offer one award of \$1,000 to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in the second year of study or higher in the Bachelor of Commerce (Honours) program in the I.H. Asper School of Business;
- (2) has completed 24 credit hours or more of study;
- (3) has achieved a minimum degree grade point average of 3.0;
- (4) has engaged in exceptional entrepreneurial activities or performed well in case competitions.

Candidates will be required to provide information indicating how they meet criterion (4) by completing the I.H. Asper School of Business General Award Online Application.

The candidate does not need to hold the highest GPA to be eligible for this award. Priority for this scholarship will be given to the student who displays extraordinary entrepreneurial skills over academic performance.

The donor will notify the Financial Aid and Awards office by no later than March 31 in any year this award will not be offered.

The Dean of the I.H. Asper School of Business (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

##### **Asper Master of Finance Student Bursary**

The Master of Finance program in the Asper School of Business at the University of Manitoba will provide annual bursaries to support its graduate students. Beginning with the 2017-2018 academic session, 5% of the tuition fees assessed from the Master of Finance program will be used to provide annual bursaries to students who:

- (1) are enrolled part-time or full-time in the Faculty of Graduate Studies in the Asper School of Business Master of Finance program;
- (2) have either:
  - (i) as entering students, been successfully admitted to the Asper School of Business Master of Finance program, or
  - (ii) as continuing students, have achieved a minimum degree grade point average of 3.0 in the Asper School of Business Master of Finance program;
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will have the discretion to determine the number and value of awards offered each year based on the annual available income and student need.

The selection committee will be named by the Director of the Master of Finance program (or designate).

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Boeing Award for Excellence in Aerospace Material**

Boeing Canada (Winnipeg) has established an annually funded award at the University of Manitoba to recognize the academic achievement of students in the Aerospace Option in Mechanical Engineering. Beginning in the 2017–2018 academic year, one award valued at \$1,000 will be offered to an undergraduate student who:

- (1) was enrolled full-time (minimum 80% course load) in the Aerospace Option in Mechanical Engineering in the year in which the award was tenable;
- (2) has achieved a minimum degree grade point average of 3.5;
- (3) has achieved the highest standing in the course Aerospace Materials and Manufacturing Processes (currently numbered MECH 4192).

In the event of a tie, the award will be offered to the student with the highest standing calculated based on the compulsory and elective subjects the tied students have in common.

The donor will contact the Financial Aid and Awards office by no later than March 31 in any year this award is not to be offered.

The selection committee will be the Scholarships, Bursaries, and Awards Committee of the Faculty of Engineering and will include the instructor of the course.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **College of Nursing Bursary (BN-BPRN Program)**

The College of Nursing has established an endowment fund at the University of Manitoba. The fund will be used to provide financial support to nursing students in the College of Nursing. From the earnings on the fund two annual bursaries of \$1,500 each will be available to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) in the Bachelor of Nursing Program or the Baccalaureate Program for Registered Nurses in the College of Nursing at the University of Manitoba;
- (2) have achieved a minimum degree grade point average of 2.5;
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will be the Student Awards Committee of the College of Nursing.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **College of Nursing Bursary (BN Year 2)**

The College of Nursing has established an endowment fund at the University of Manitoba. The fund will be used to provide financial support to nursing students in the College of Nursing. From the earnings on the fund two annual bursaries of \$1,000 each will be available to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) in the second year of the Bachelor of Nursing Program in the College of Nursing at the University of Manitoba;
- (2) have achieved a minimum degree grade point average of 2.5;
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will be the Student Awards Committee of the College of Nursing.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **College of Nursing Bursary (BN Year 3)**

The College of Nursing has established an endowment fund at the University of Manitoba. The fund will be used to provide financial support to nursing students in the College of Nursing. From the earnings on the fund three annual bursaries of \$1,000 each will be available to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) in the third year of the Bachelor of Nursing Program in the College of Nursing at the University of Manitoba;
- (2) have achieved a minimum degree grade point average of 2.5;
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will be the Student Awards Committee of the College of Nursing.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **College of Nursing Bursary (BN Year 4)**

The College of Nursing has established an endowment fund at the University of Manitoba. The fund will be used to provide financial support to nursing students in the College of Nursing. From the earnings on the fund three annual bursaries of \$1,000 each will be available to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) in the fourth year of the Bachelor of Nursing Program in the College of Nursing at the University of Manitoba;
- (2) have achieved a minimum degree grade point average of 2.5;
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will be the Student Awards Committee of the College of Nursing.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **College of Nursing Bursary (MN)**

The College of Nursing has established an endowment fund at the University of Manitoba. The fund will be used to provide financial support to nursing students in the College of Nursing. From the earnings on the fund one annual bursary of \$1,000 will be available to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies, in the Master of Nursing Program;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will be the Student Awards Committee of the College of Nursing.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **College of Nursing Bursary (MN Nurse Practitioner)**

The College of Nursing has established an endowment fund at the University of Manitoba. The fund will be used to provide financial support to nursing students in the College of Nursing. From the earnings on the fund one annual bursary of \$1,000 will be available to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies, in the Master of Nursing, Nurse Practitioner stream;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will be the Student Awards Committee of the College of Nursing.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Dean's Scholarship in Kinesiology and Recreation Management**

The Faculty of Kinesiology and Recreation Management offers an annual scholarship to support a top student who is interested in becoming a professional in the field of Kinesiology. Each year, the available annual interest will be used to offer one scholarship to a student who:

- (1) is enrolled full-time (at least 60% of a full course load) in their first year in the Bachelor of Kinesiology program (Advanced Entry), in the Faculty of Kinesiology and Recreation Management;
- (2) has achieved the highest grade point average used for admission with a minimum of 3.0 (or equivalent).

The selection committee will be the Undergraduate Academic Awards Committee of the Faculty of Kinesiology and Recreation Management.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Dr. Romulo & Patria Magsino Prize of Excellence in Education**

Dr. Romulo Magsino [B.A., B.Sc.Ed./Luzonian, M.Ed/Sydney, M.A. Ed., Ph.D./Wisconsin] is a Dean Emeritus in the Faculty of Education and the first Filipino-Canadian Dean in North America. Dr. Romulo Magsino, O.M., and his wife, Patria Magsino, have established an endowment fund at the University of Manitoba with an initial gift of \$10,000 in 2015. The Manitoba Scholarship and Bursary Initiative has made a matching contribution to the fund. The purpose of the fund is to recognize an outstanding student graduating from the Faculty of Education. Beginning in the 2017 – 2018 academic year, the available annual interest from the fund will be used to offer one prize to a graduating Bachelor of Education student who:

- (1) has successfully completed the degree requirements for any program leading to the Bachelor of Education degree offered by the Faculty of Education at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.5;
- (3) has demonstrated exceptional leadership qualities and/or community involvement.

In order to demonstrate how they meet criterion (3), applicants for this prize will be required to submit a statement (maximum 250 words) describing the nature and significance of their leadership and/or community involvement by March 31. Candidates for consideration for this scholarship may also be nominated by teaching staff members of the Faculty of Education by March 31.

Students who have successfully completed the degree requirements for their program either on a full-time or part-time basis are eligible for this prize.

The Dr. Romulo & Patria Magsino Prize of Excellence in Education may not be held with any other prize with monetary value in the same year.

The recipient will receive recognition of his/her name on a plaque, which will be on display in the Faculty of Education. The plaque will be updated annually to include the names of the scholarship recipients. The Faculty of Education is responsible for the costs and duties associated with the ordering the plaque and nameplates, and updating the names on the plaque on an annual basis.

The Dean of the Faculty of Education (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Dr. Lawrence Stockton Scholarship**

In memory of Dr. Lawrence Stockton (D.M.D./70), colleagues, friends, and his former students have established an endowment fund with the initial gift of \$28,180 at the University of Manitoba in 2016. The purpose of the fund is to provide recognition to a student entering their final year of the International Dentist Degree Program in the College of Dentistry at the Rady Faculty of Health Sciences. Beginning in the 2018 – 2019 academic year, the available annual interest from the fund will be used to offer one scholarship to a student who:

- (1) is enrolled full-time (minimum 80% course load) in the College of Dentistry and is entering their final year of the International Dental Degree Program (IDDP);
- (2) has achieved a minimum sessional grade point average of 3.0;
- (3) is the top ranked student in clinical performance at the end of the first year of study in the IDDP program (equivalent to the 3<sup>rd</sup> year of the DMD program);

- (4) has demonstrated: (i) a strong ability to communicate with academic and support staff, patients, and fellow students, and (ii) qualities of a positive role model to fellow students, as determined by the awards committee.

In the case of a tie, the student with the highest overall degree point average of the program will be used as a tie-breaking mechanism.

If there is no eligible candidate that meets the criteria outlined above, the scholarship will not be awarded and the available annual interest will be re-capitalized into the fund.

The Dean of the College of Dentistry (or designate) name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Inventio Scholarship**

In honor of his time as a Classics student, Adam Hardi (B.A./97) will make an annual contribution to recognize a promising student pursuing studies in Classics (Faculty of Arts) at the University of Manitoba. *Inventio* means "discovery" in Latin and indicates the donor's hope that this award will help students discover the love of Classics. Beginning in the 2017–2018 academic year and ending in 2019-2020, one scholarship valued at \$1,500\* will be offered to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in the second year of study or higher in any faculty, college, or school at the University of Manitoba;
- (2) has completed at least two courses in Classics, Latin, or Greek at the 1000 or 2000 level;
- (3) has achieved a minimum degree grade point average of 3.5;
- (4) continues study in this area in the year in which the scholarship is tenable by enrolling in at least one course in Classics, Latin, or Greek;
- (5) has shown outstanding academic achievement as demonstrated through a high degree grade point average and excellent written work, as determined by the selection committee.

\* The initial value will start at \$1,500 and will increase by \$100 each year. In 2017-2018 the amount offered will be \$1,500; in 2018-2019 the amount offered will be \$1,600; in 2019-2020 the amount offered will be \$1,700.

The Head of the Department of Classics (or designate) will name the selection committee for this award.

The donor will contact the Financial Aid and Awards office by no later than March 31 in any year this award will not be offered as scheduled.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Neil Myska Bursary in Transportation Engineering**

In memory of their son, husband, and brother, Neil Myska, Albert and Joyce Myska and family have established an endowment fund at the University of Manitoba with a contribution of \$21,000. The

Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of this bursary is to support undergraduate students with an interest in Transportation Engineering in the Faculty of Engineering. Each year, beginning in 2017 – 2018, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in their third or fourth year of study in the Department of Civil Engineering;
- (2) has completed the following courses: Transportation Systems (currently numbered CIVL 4410) and Highway Pavement Design (currently numbered CIVL 4420);
- (3) has achieved a minimum degree grade point average of 2.0;
- (4) has demonstrated financial need on the standard University of Manitoba bursary application form.

If there are no eligible candidates, the award will go to the student who meets criteria 1, 3, and 4.

The selection committee will be the Scholarships, Bursaries and Awards committee of the Faculty of Engineering and will include the Head of Civil Engineering (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor establishing the award.

### **Rylan Laudin Memorial Prize**

Family and Friends of Rylan Laudin have established a prize in his honour. The purpose of the prize is to recognize graduating students from the Agriculture Diploma program who demonstrate outstanding academic achievement as well as passion and strong heart for all things agriculture and innovation. An initial \$500 dollar prize will be offered in 2016-2017. Following this prize and starting in the 2017-2018 academic year, the available annual interest from the fund will be used to offer one convocation prize to a graduating student who:

- (1) has successfully completed the requirements of the Agriculture Diploma program offered by the School of Agriculture at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) has been nominated by a professor, staff member or student.

The nomination letter (maximum 500 words) should include examples of how the individual has demonstrated passion and strong heart for all things agriculture and innovation; how the individual represents the industry in a positive manner and brings forth excitement to agriculture; how the individual brings enthusiasm and an eagerness to learn into the classroom; and how the individual has demonstrated strong character with a positive attitude, respect for his or her peers and in turn has earned their respect.

The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee who will normally seek the advice from the Director of the School of Agriculture (or designate) in making their selection.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **The Honourable Justice Joe E. Hershfield, Q.C. Award**

On the occasion of his retirement, the family of the Honourable Justice Joe E. Hershfield, Q.C. has established an endowment fund with an initial gift of \$10,000 at the University of Manitoba in 2016. The purpose of the fund is to award students pursuing studies in Corporate Taxation. The Honourable Justice Joe E. Hershfield, Q.C. has provided an additional gift of \$500 to offer the first bursary in the 2016 – 2017 academic year. Beginning in the 2017 – 2018 academic year, the available annual interest from the fund will be used to offer one award to an undergraduate student who:

- (1) was enrolled full-time (80% course load) in the Faculty of Law in the year in which the award was tenable;
- (2) has achieved a minimum degree grade point average of 3.5;
- (3) has achieved the highest standing in the course Corporate Taxation (currently numbered LAW 3510).

If in any academic year there is more than one section of the course offered, the selection committee shall have the option to equally divide the available annual income from the fund to one student in each section of the course who has met the criteria outlined above. In the event of a tie, the course professor will decide which of the highest mark recipients will receive the award based on their overall scholarship and participation in the course.

The Dean of the Faculty of Law (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **The Joyce Family Foundation Youth in Care Tuition Grants**

The Joyce Family Foundation has established an endowment fund valued at \$1,000,000 to offer Youth in Care Tuition Grants. The purpose of the grants is to provide the opportunity for youth who are, or who have been, in the care of Child and Family Services to attend post-secondary education. The grants will cover the costs of undergraduate tuition up to a maximum of \$5,000 per year for a maximum of 4 years for each recipient.

The available annual income accrued from The Joyce Family Foundation donation will first be used. Once the available annual income has been depleted, an existing fund held in Financial Aid and Awards will be used to supplement the award.

Each year, up to 10 renewable tuition grants will be offered to undergraduate students who:

- (1) are, or will be, enrolled full-time (minimum 60% course load) in any undergraduate degree or diploma program at the University of Manitoba in the year in which the award is tenable;
- (2) have a record of satisfactory academic achievement which is defined as:
  - (a) for first year students, a minimum entering average of 70 percent on those courses used for admission;
  - (b) for continuing students, a minimum degree grade point average of 2.0;
- (3) are currently, or formerly, a youth in care in the ward of any province across Canada;
- (4) have demonstrated financial need on the Youth-In-Care Tuition Grant Application.

The grants can be renewed for up to three years provided the recipients:

- (1) remain enrolled full-time (minimum 60% course load) in any undergraduate degree or diploma program at the University of Manitoba;
- (2) continue to maintain a minimum degree grade point average of 2.0;
- (3) continue to demonstrate financial need on the Youth-In-Care Tuition Grant Application.

Preference will be given to students who are not receiving government funding, including, but not limited to, band funding or students loans. Preference will also be given to students who have graduated high school within the past five to seven years.

The selection committee will be named by the Director of Financial Aid and Awards (or designate).

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

## 2. AMENDMENTS

### **BDO Canada LLP Prize for Intermediate Accounting - Equities**

The following amendments were made to the terms of reference for the BDO Canada LLP Prize for Intermediate Accounting - Equities:

- The name of the award has been changed to **BDO Canada LLP Scholarship for Intermediate Accounting – Equities**.
- All other references to “prize” have been changed to “scholarship”.
- The course load for full-time has been defined (minimum 80% course load).

### **J.C. Gilson Agribusiness Fellowship**

The following amendments were made to the terms of reference for the J.C. Gilson Agribusiness Fellowship:

- All of the biographical information that makes up the first half of the preamble has been removed from the terms and included in a separate section to appear after the terms under the heading “Biographical Information”. This section will only appear on the final draft of the terms shared with the department and the donor and is not a part of the terms to be considered for approval.
- The preamble now reads:
 

*Upon the retirement of Dr. James Clayton Gilson, his colleagues, alumni, friends and family established a fund for the purpose of offering one or more graduate students a fellowship in agribusiness for a prospective Master of Science student in Agricultural Economics.*

*Each year the available annual interest will be used to offer one or more graduate awards, renewable for one year (upon satisfactory progress), to an outstanding student(s) beginning the Master of Science program in the Department of Agribusiness and Agricultural Economics at The University of Manitoba. Applications will be available from the Agribusiness and Agricultural Economics office and will be due in the Office of the Dean of Agricultural and Food Sciences by an advertised deadline each year.*
- The numbered criteria were revised to:
 

*One fellowship with a minimum value of \$15,000 will be offered to one student who:*

- (1) *is entering the Master of Science program in the Department of Agribusiness and Agricultural Economics as a full-time student;*
  - (2) *has an outstanding record of academic achievement (minimum G.P.A. 3.5 over the most recent 60 credit hours of study);*
  - (3) *demonstrates a research interest (thesis topic) in the area of agricultural business.*
- The paragraph following the eligibility criteria was revised to:  
*If, in the judgment of the selection committee, there are no suitable candidates for this fellowship, it need not be awarded in that year. If there are sufficient funds, an additional Gilson Fellowship may be offered to another student who meets the above criteria, up to a maximum value of \$15,000. Due to inflation and other factors, the selection committee may change the annual fixed amount periodically using the unspent revenue of this fund.*
  - The selection committee paragraph was revised to:  
*The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Awards Committee of the Faculty of Agricultural and Food Sciences to name the selection committee.*
  - The standard Board of Governors statement was added.

#### **Paul Teskey Memorial Prize for Labour Law and Mediation**

The following amendments were made to the terms of reference for the Paul Teskey Memorial Prize for Labour Law and Mediation:

- The award will now be offered to students who have completed the Juris Doctor degree program, as a convocation prize.
- The course number for Topics in Dispute Resolution has been updated.
- The standard Board of Governors statement has been updated.

#### **William Siverwright Cuthbertson and Alice Cuthbertson (nee Forbes) Scholarship**

The following amendments were made to the terms of reference for the William Siverwright Cuthbertson and Alice Cuthbertson (nee Forbes) Scholarship:

- The eligibility criteria were revised to:
  - (1) *has achieved high academic standing (minimum 3.0 G.P.A.) in University 1 or their first year of studies in the Faculty of Agriculture and Food Sciences (while registered for at least 80 percent of a full course-load); and,*
  - (2) *enrols full-time in their second year in the Faculty of Agricultural and Food Sciences.*
- The selection committee paragraph was revised to:  
*The selection committee shall be the Faculty of Agricultural and Food Sciences Awards Committee.*
- The standard Board of Governors statement was added.

#### **ZSA – National Post / Richard Leipsic Prize**

The following amendments were made to the terms of reference for the ZSA – National Post / Richard Leipsic Prize:

- The award will now be offered to students who have completed the Juris Doctor degree program, as a convocation prize.
- Bankruptcy and Insolvency (LAW 3980) has been included as an eligible course for consideration.
- Debtors' and Creditors' Rights (LAW 2530) has been removed from the list of eligible courses for consideration.
- The course code for International Business Law has been updated.
- The standard Board of Governors statement has been updated.

### **In Memoriam: Dr. James N. Wright**

Dr. James N. Wright, Dean of the College of Dentistry from 1994-1997 has passed away. He passed on February 14, 2017 after a prolonged battle with cancer and surrounded by his devoted family. He was 83 years old and leaves behind Eliane, his wife and partner of 57 years, his daughters Tamara, Michele and Lisa.

Dr. Wright was born in Lethbridge, Alberta and left home at a young age in order to study, work and earn his way in the world. No job was too big or too small if it helped him achieve his goals. Originally set on studying Physics (which he took as an elective for “fun” at the University of Alberta) he switched courses, completing his dental degree through the Canadian Armed Forces. Shortly afterwards, he met and married Eliane.

Dr. Wright reached the pinnacle of not one but two separate careers. A consummate leader within the Canadian Armed Forces Dental Corps for 33 years, he achieved the rank of Brigadier General. Upon retirement from the military in 1986, he became Head of the Department of Stomatology, Associate Dean and finally Dean of the Faculty of Dentistry at the University of Manitoba until his second retirement in 1997. Few would have been able to excel in such disparate environments but Dr. Wright was admired for his intelligence and diligence as well as his decisive, fair and pragmatic leadership. With awards and accomplishments too numerous to list, Dr. Wright was invested as Honorary Dental Surgeon to the Queen and left an indelible mark on military dentistry.

His forward thinking leadership as Dean of Dentistry ensured success for the next generation of dental professionals. Enthusiastic travellers, James and Eliane embraced retirement with customary vigor, continuing to travel the globe and made Ajijic Mexico their winter home for over 20 years. A true hero to his family and many friends in Canada, the US and Mexico; Dr. Wright’s legacy of lifelong learning, dedication to family and commitment to national and professional duty will forever be admired.



UNIVERSITY  
OF MANITOBA

OFFICE OF THE  
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MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir Jayas, Vice-President (Research and International)

DATE: February 27, 2017

SUBJECT: Report on Research Contract Funds Received

COPIES: Dr Jay Doering, Associate Vice President (Partnerships)  
Dr. Gary Glavin, Associate Vice-President (Research)

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Attached is the Report on Research Contracts Received for the period July 1, 2016 to December 31, 2016. Please include the report for information on the next Senate agenda.

Thank you.

DSJ/nis

Attach.

**New Research Contract Funds Awarded (over \$20,000)**  
**ORS Processed Date: July 1, 2016 - December 31, 2016**

<b>Faculty</b>	<b>PI Name</b>	<b>Dept</b>	<b>Sponsor</b>	<b>Awarded Amount</b>	<b>Project Title</b>
<b>College of Medicine</b>	Blanchard, James	Centre for Global Public Health (CGPH)	Gates (Bill and Melinda) Foundation	3,726,113	External evaluation of the Umeed-e-nau initiative to support women and girls in Pakistan
	Blanchard, James	Centre for Global Public Health (CGPH)	Gates (Bill and Melinda) Foundation	2,032,511	Operations research on PPH control, newborn asphyxia and breastfeeding in Uttar Pradesh
	Blanchard, James	Centre for Global Public Health (CGPH)	Gates (Bill and Melinda) Foundation	40,270,963	Techno-managerial support to Government of Uttar Pradesh to improve MNCH outcomes
	Blanchard, James	Centre for Global Public Health (CGPH)	Gates (Bill and Melinda) Foundation	20,290,128	Techno-managerial support to Government of Uttar Pradesh to improve health system platforms
	Chateau, Daniel	Manitoba Centre for Health Policy (MCHP)	Jewish General Hospital	1,075,000	Canadian network for observational drug effect studies (CNODES)
	Driedger, S. Michelle	Community Health Sciences	Dalhousie University	150,000	Developing and evaluating public health messages to address vaccine hesitancy
	Fernyhough, Paul	Pharmacology and Therapeutics	University of Toronto	540,000	Topical pirenzepine for treatment of neuropathy in type 1 diabetes
	Gelmon, Lawrence	Medical Microbiology	University of Maryland	1,047,120	Partnership for advanced care and treatment (PACT) Endeleza
	Hitchon, Carol	Internal Medicine	International League of Rheumatology	33,998	Development of guidelines for using methotrexate to treat rheumatic diseases in Ethiopia
	Katz, Alan	Community Health Sciences	Winnipeg Regional Health Authority	43,386	WRHA primary care patient complexity project: Predicting panel size
	Lavallee, Barry	Community Health Sciences	University of Toronto	575,000	National training in culturally safe diabetes education
	McGavock, Jonathan	Pediatrics and Child Health	University of Toronto	809,500	Rural Indigenous Community screening for diabetes complications for prevention & early intervention
	McGavock, Jonathan	Pediatrics and Child Health	University of Toronto	457,894	Vigorous physical activity for glycemic control in type 1 diabetes trial (VIGOR)
	Sareen, Jitender	Psychiatry	Queen's University	122,898	Mental health expert panel knowledge translation
	Singer, Alexander	Family Medicine	University of Calgary	20,000	Characterizing high system use across the primary-tertiary care continuum: parallel analysis of select Canadian health datasets
Whitney, Debbie	Clinical Health Psychology	Bell Canada	23,000	Classroom-delivered cognitive behavioural therapy with mindfulness (CBTm) course for mental resilience	
<b>Faculty Total:</b>				<b>71,217,511</b>	

**Faculty of  
Agricultural and  
Food Sciences**

Cattani, Douglas	Plant Science	Agriculture and Agri-Food Canada	74,375	Identifying new genes in domesticated intermediate wheatgrass to improve biotic and abiotic stress resistance and grain quality for wheat
Currie, Robert	Entomology	Genome Prairie	250,000	Sustaining and securing Canada's honey bee's using 'omic tools
Gulden, Robert	Plant Science	Agriculture and Agri-Food Canada	28,000	Harvest weed seed control in early- versus late-maturing crops
Gulden, Robert	Plant Science	Agriculture and Agri-Food Canada	81,500	Mitigating herbicide resistance - investigating novel integrated weed management solutions
Tenuta, Mario	Soil Science	Western Grains Research Foundation	36,857	Verticillium longisporum in Manitoba: Understanding the pathogen and establishing surveillance capacity

**Faculty Total: 470,732**

**Faculty of  
Engineering**

Beddoes, Jonathan	Dean's Office - Faculty of Engineering	Canadian Environmental Test Research & Education Center (EnviroTREC)	45,000	Memorandum of Understanding between West Canitest Research & Development (WestCaRD), Canadian Environmental Test Research & Education Centre (EnviroTREC) and the University of Manitoba
Beddoes, Jonathan	Dean's Office - Faculty of Engineering	West Canitest R & D Inc. (WestCaRD)	45,000	Memorandum of Understanding between West Canitest Research & Development (WestCaRD), Canadian Environmental Test Research & Development Centre (EnviroTREC) and the University of Manitoba
Gole, Aniruddha	Electrical and Computer Engineering	Electranix Corporation	25,000	NSERC/Manitoba Hydro/Manitoba HVDC Res. Centre/RTDS/Electranix/Teshmont/TGS Industrial Research Chair in Power Systems Simulation
Gole, Aniruddha	Electrical and Computer Engineering	Manitoba HVDC Research Centre	250,000	NSERC/Manitoba Hydro/Manitoba HVDC Res. Centre/RTDS/Electranix/Teshmont/TGS Industrial Research Chair in Power Systems Simulation
Gole, Aniruddha	Electrical and Computer Engineering	Manitoba Hydro	625,000	NSERC/Manitoba Hydro/Manitoba HVDC Res. Centre/RTDS/Electranix/Teshmont/TGS Industrial Research Chair in Power Systems Simulation
Gole, Aniruddha	Electrical and Computer Engineering	RTDS Technologies Inc	150,000	NSERC/Manitoba Hydro/Manitoba HVDC Res. Centre/RTDS/Electranix/Teshmont/TGS Industrial Research Chair in Power Systems Simulation
Gole, Aniruddha	Electrical and Computer Engineering	Teshmont Consultants	25,000	NSERC/Manitoba Hydro/Manitoba HVDC Res. Centre/RTDS/Electranix/Teshmont/TGS Industrial Research Chair in Power Systems Simulation

<b>Faculty of Engineering, cont'd.</b>	Gole, Aniruddha	Electrical and Computer Engineering	TransGrid Solutions Inc.	25,000	NSERC/Manitoba Hydro/Manitoba HVDC Res. Centre/RTDS/Electranix/Teshmont/TGS Industrial Research Chair in Power Systems Simulation
	Kazem Moussavi, Zahra	Electrical and Computer Engineering	Weston Brain Institute	1,737,960	Investigation of the efficacy of high-frequency rTMS treatment for Alzheimer's disease
				<b>Faculty Total:</b>	<b>2,927,960</b>
<b>Faculty of Environment, Earth and Resources</b>	Barber, David	Centre for Earth Observation Science	Polar Knowledge Canada	2,500,000	Coastal research vessel - Phase 1 of the CMO
	Haque, C. Emdad	Natural Resources Institute	International Development Research Centre (IDRC)	243,177	Promotin balanced diet and vegetable consumption for reducing dietary related risks associated with NCDs in Banqladesh
				<b>Faculty Total:</b>	<b>2,743,177</b>
<b>Faculty of Science</b>	Irani, Pourang	Computer Science	Honda Research Institute Japan (HRI-JP)	21,000	Multimodal data capture analysis
	Young, James	Computer Science	Inuktun Services Ltd	70,000	Specialized localization interface technologies for industrial robotic inspection
				<b>Faculty Total:</b>	<b>91,000</b>
<b>I. H. Asper School of Business</b>	Ng, Koi Yu Adolf	Supply Chain Management	NEOMA Business School	21,920	L'analyse geo-economique de la filiere cereliere (real grain project)
				<b>Faculty Total:</b>	<b>21,920</b>
<b>Vice-President's Office (Research &amp; International)</b>	Jayas, Digvir	Vice-President's Office (Research & International)	Canadian Bureau for International Education	41,650	Emerging leaders of the Americas 2016/2017
				<b>Faculty Total:</b>	<b>41,650</b>
				<b>Total New Contracts over \$20,000 awarded</b>	<b>77,513,950</b>



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MEMORANDUM

**Date:** March 15, 2017  
**To:** Senate  
**From:** Jeff M. Leclerc, University Secretary   
**RE:** **Change in Location of June 21, 2017 Senate Meeting to Bannatyne Campus**

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On April 6, 2016, Senate approved the idea of holding one or two meetings of Senate each year at the Bannatyne Campus. Please note that the June Senate meeting will be held on the Bannatyne Campus, at the following time and location:

Wednesday, June 21, 2017, at 1:30 p.m.,  
Frederic Gaspard Theatre, 2<sup>nd</sup> Floor Mezzanine Level, Basic Science Building

Access to the Theatre can be gained through the Brodie Centre entrance at 727 McDermot Avenue. Information regarding transportation from the Fort Garry Campus will be provided closer to the meeting date.

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## PRESIDENT'S REPORT: April 5, 2017

### GENERAL

Late in January, the University of Manitoba community came together at the Fort Garry and Bannatyne campuses to discuss the impact of the U.S. executive order, banning travel to the United States from seven Muslim-majority countries, and the shooting at a mosque in Quebec that resulted in the death of six men and injuries to another 19. The events reinforced the values shared in the University of Manitoba community to diversity, and to safe spaces for the free exchange of ideas and knowledge. Those affected have been directed to supports ranging from counselling to financial assistance, available through a range of University offices.

The Government of Canada and Province of Manitoba announced \$36 million in funding on January 24 to support the development of the University of Manitoba Smartpark Innovation Hub, as well as the new Stanley Pauley Engineering Building. \$32 million will come from the federal government's Post-Secondary Institutions Strategic Investment Fund (SIF) and \$4 million from the Government of Manitoba. The Smartpark Innovation Hub will be an information exchange centre that will encourage further partnerships between industry, government and the University and will include new space for the laboratories, provide rentable space for companies, and be home for SmartPark's North Forge incubator. The construction of the Stanley Pauley Engineering Building will promote greater industry collaboration.

On February 28, the University of Manitoba hosted the UM 140 Celebration for students, faculty and staff, alumni and community members. Over 3,000 attendees participated in the day-long event, which included a Sunrise Ceremony at the National Centre for Truth and Reconciliation, Pancake Breakfasts at the Brodie Atrium and UMSU University Centre, a Winter Festival at Chancellor's Circle, and a Retirees' Coffee & Conversation event at Marshall McLuhan Hall. The formal ceremony at the Winter Festival Kick-off included remarks from President Barnard, Premier Brian Pallister, Minister Jim Carr, Senator Patricia Bovey, Mayor Brian Bowman, Board of Governors Chair Rennie Zegalski, Alumni Association President Kim Metcalfe, UMSU President Tanjit Nagra and GSA President Enoch A-Iyeh. Attendees at the event included Minister Ian Wishart, Terry Duguid, MP, Winnipeg South, and President Emeritus Emőke Szathmáry. More information may be found here: <https://uofm140.cc.umanitoba.ca/>

On March 6, AESES and the Office of the President hosted the 15<sup>th</sup> annual International Women's Day Dinner, this year featuring a keynote address by Dr. Deborah Stienstra, professor in the department of disability studies, entitled "Implicating Inclusion: Women with Disabilities as Visionaries, Innovators, and Pioneers". The event offered members of the University of Manitoba community a unique opportunity to consider matters of inclusion, accessibility, equity and disability rights.

The 2017 Distinguished Alumni Award recipients have now been publicly announced and they are an impressive group of individuals who have demonstrated outstanding achievement both professionally and personally. The 2017 recipients are John and Patricia Patkau (Lifetime Achievement), Reva Stone (Professional Achievement), Sister Lesley Sacouman (Community Service), Isabella Wiebe (Service to the University of Manitoba) and Desiree Scott (Outstanding Young Alumni). The Celebration of Excellence will be held on May 2, 2017 at the Metropolitan Event Centre.

### ACADEMIC MATTERS

- Dilantha Fernando, plant science, was honored by the University of Southern Queensland as the 2017 Eminent Visiting Scholar for his scholarly research and recognition in host-pathogen interactions in wheat and canola.
- A monthly film series - The Decolonizing Lens - co-organized by Jocelyn Thorpe (Women's & Gender Studies) and Kaila Johnston (National Centre for Truth and Reconciliation) was held on February 13. This series brings together Indigenous filmmakers, special guests, and their audiences, and is held at Cinematheque.
- The Community Health Nurses of Canada endorsed the University of Manitoba's curriculum that teaches non-dental health-care providers how to screen for and co-manage diseases and conditions of the mouth. The curriculum was developed by the Faculty of Health Sciences' International Centre for Oral-Systemic and available to programs across the country.
- The College of Pharmacy welcomed hundreds of pharmacy students from across Canada to Professional Development Week, a national student-led conference. This year's theme, "Beyond Boundaries," reflected the ever-changing nature of the pharmacy profession.
- The College of Nursing hosted more than 400 nursing students from across Canada at the Canadian Nursing Students' Association 2017 national conference. The theme of the student-run conference at the Radisson Hotel was "Breaking Barriers Through the Exploration of Cultural Safety."
- The sixth annual Rich Man Poor Man dinner organized by medical students raised funds and hygiene donations for Agape Table and created awareness about food security, poverty and the need for affordable nutrition.
- The College of Rehabilitation Sciences launched Illuminate: Global Reflections on Rehabilitation Sciences, a speaker series focused on research and scholarly activity. Dr. Salvador Simó Algado, a teacher and researcher in occupational therapy in Spain, was the first speaker. He is the co-founder of Occupational Therapy Without Borders and spoke via Skype about integrating education, research and intervention.
- In February, a single mother and her two sons received the keys to a new home built for them through a partnership between the Rady Faculty of Health Sciences and Habitat for Humanity Manitoba. The inner-city bungalow is custom-designed for accessibility to meet the family's special needs. It is the third Habitat home that volunteers from the Faculty have helped to erect. More than 100 people volunteered during the nine-day build of the home's exterior last June.

## **RESEARCH MATTERS**

- On January 16, Research Manitoba and Genome Canada announced \$4 million in funding for GENICE: a large-scale applied research project (LSARP). LSARP is one of Genome Canada's funding programs and is aimed at projects using genomic approaches to address challenges and opportunities of importance to Canada's natural resources, including interactions between natural resources and the environment, thereby contributing to Canada's bioeconomy and the well-being of Canadians. GENICE is a partnered project between the University of Manitoba researcher Gary Stern (Environment and Geography) and the University of Calgary professor Casey Hubert. The duo will combine their expertise in the areas of genomics, petroleomics and sea-ice physics to investigate the potential for native microbial communities to mitigate oil spills, as warmer temperatures and melting sea ice usher in increasing shipping throughout Arctic waters. This research will be undertaken at the Churchill Marine Observatory, a unique research facility the University of Manitoba is building in Churchill, MB with support from many partners, and on board the Canadian Coast Guard Ship Amundsen.
- The Natural Sciences and Engineering Research Council of Canada (NSERC) announced \$369,642 in funding on February 15 through a Strategic Partnerships Grant to Ying Chen (Biosystems Engineering). Her project will investigate conservation agriculture, specifically, new ways to till and seed soil. Chen will team up with two large Canadian manufacturers (Buhler Versatile Inc. and Atom-Jet Group) to develop VT and VS machines that will increase field efficiency by a factor of two with crop residue reaching levels of 100 per cent. This project will involve seven graduate students being trained by 11 team members, including faculty members and industrial researchers, engineers, and technical staff.
- On January 19, the University of Manitoba, University of Winnipeg and Red River College were all represented in the four finalist teams who competed in the Game Changer finale. The competition, targeting university students and post-doctoral fellows from all disciplines and at all post-secondary institutions in Manitoba, handed out the grand prize of \$10,000 to Team Loop for their solution to the problem of e-waste. Their idea: a weekend-long event where people could have any type of electronic waste picked up at their curb free of charge. The three member team included: Haneen Shouman and Michael Hall, students in the Asper School of Business MBA program, and Maria Sanchez who is studying marketing management through extended education at the University of Winnipeg.

Second place (\$4,000) and People's Choice (\$750) winners were Team Opes, with their presentation on how to improve financial literacy. Team Easy A(ctivity) was third place earning \$2,000 for an idea that would help university students improve their physical activity. Game Changer is an initiative of the Office of the Vice-President (Research and International) and was co-organized by the Stu Clark Centre for Entrepreneurship and the Technology Transfer Office. For more details on the competition, visit [umanitoba.ca/gamechanger](http://umanitoba.ca/gamechanger)

- On January 25, the National Centre for Truth and Reconciliation (NCTR) welcomed the inaugural seven-member Survivors Circle, selected by the Governing Circle of the NCTR. The Survivors Circle

members are made up of First Nations, Inuit and Métis Survivors of the Residential School System from across the country. The Survivors Circle members are: Terri Brown (Tahltan Nation, British Columbia), Shirley Flowers (Rigolet, Labrador), Piita Irniq (Lyon Inlet, Nunavut), Helene Johnson (Archerwill, Saskatchewan), Ted Quewezance (Keeseekoose First Nation, Saskatchewan), Barney Williams (Tla-o-qui-aht First Nations, British Columbia), and Doris Young (Opaskwayak Cree Nation, Manitoba). Other ceremonies took place as part of the welcoming of the Survivors Circle, including bringing the Bentwood Box of the TRC home to the NCTR. A pipe ceremony and traditional feast was held to welcome the Survivors Circle and the spirit name of the NCTR as part of the ceremonies.

- The eleventh annual Science, Engineering and Technology (SET) Day was held on campus on February 24, hosted and organized by the Office of the Vice-President (Research and International). More than 180 grade 11 and 12 high school students and their teachers participated in faculty-hosted hands-on activities: Aging and Technology (Centre on Aging), Pizza 101 (Agricultural and Food Sciences), Intro to Intelligent Robots (Science), Build-A-Bridge (Engineering) and Analyzing Your Moves (Kinesiology and Recreation Management). Let's Talk Science student volunteers provided hands-on DNA extraction activities. The participants listened to three SET Talks given by Dr. Derek Oliver (Electrical & Computer Engineering/Manitoba Institute for Materials), graduate student Kayla Moore (Civil Engineering/Graduate Studies), and Dr. Teresa de Kievit (Microbiology). Students and teachers were very engaged throughout the day both in the activities, talks and via social media.
- The International Centre provided the following services to its audiences in February:

<b>Service</b>	<b>Audience</b>	<b># of Participants</b>
Advising	All international students, ELC students, Extended Education students, IEP students, and ICM students. This tally also includes 22 outbound exchange students.	687
Winter Welcome and Winter Orientation	International students and Exchange students admitted to Winter 2017 term	164
International Student Workshops conducted in conjunction with partners: SIN numbers, tenants' rights, banking, transit, career information	International Students admitted to Winter 2017 term	123
International Student Mentorship Program	International & Domestic Students	54
Volunteer Language Program Intake	International & Domestic Students	70
EU Funding Workshop	Faculty Members	40
MoU and Faculty Exchange Agreements	-University of Rwanda -Kogi State University, Nigeria	n/a
Memorandum of Understanding, Asper School of Business	Nova School of Business and Economics, Universidade Nova de Lisboa, Portugal	n/a
Student Exchange Agreements	-Nova School of Business and Economics, Universidade Nova de Lisboa, Portugal (Asper School of Business) - Amended - University of Caen Normandy, France (Agricultural and Food Sciences/University wide) - University of Caen Normandy, France (Engineering) -Kozminski University, Poland (Asper School of Business) - Amended -Akita International University	n/a
Delegation Visit(s)	Director General of the Taipei Economic and Cultural Office, and Director of the Taipei Economic and Cultural Office	6

- Sixty-two researchers were awarded funding from various external sponsors totaling \$4,838,571

<b>PI</b>	<b>Sponsor</b>	<b>Title</b>	<b>Awarded</b>
Banerji, Versha (Internal Medicine)	Research Manitoba	Resetting the clock: Modifying circadian rhythm in CLL	\$225,000
Barber, David (Centre for Earth Observation Science)	Research Manitoba	Sea ice - Understanding and modeling ocean-sea ice- atmosphere biogeochemical coupling in a changing climate	\$33,524
Becker, Allan (Pediatrics and Child Health)	Research Manitoba	Canadian Healthy Infant Longitudinal Development (CHILD) Study	\$59,321
Belmonte, Mark (Biological Sciences)	NSERC	Development of novel crop protection technologies	\$25,000
Bridges, Gregory (Electrical and Computer Engineering)	NSERC	Multi-physics modeling of jet engine airfoil clearance sensor	\$25,000
Cha, Young Jin (Civil Engineering)	NSERC	Unsupervised machine learning method for structural damage assessment	\$25,000
Chateau, Daniel (Community Health Sciences/Manitoba Centre for Health Policy)	Jewish General Hospital	Canadian network for observational drug effect studies (CNODES)	\$1,075,000
Chauhan, Bhupendrasinh (Pharmacy)	CIHR	Interventions and policies influencing primary healthcare professionals managing chronic diseases: An evidence synthesis	\$25,000
Chen, Guanqun (Biological Sciences)	NSERC	Molecular evolution of horseradish peroxidase	\$25,000
Chen, Ying (Biosystems Engineering)	NSERC	Vertical tillage and vertical seeding for conservation agriculture	\$369,642

Cowley, Kristine (Physiology & Pathophysiology)	Canadian Paraplegic Association (Manitoba) Inc.	Investigating the secondary health outcomes, health service use and costs in the cohort on Manitobans living with spinal cord injury	\$49,230
Davoren, Gail (Biological Sciences)	NSERC	The ecology of forage fish species and interactions with marine predators	\$75,820
Desai, Radhika (Political Studies)	Mitacs Inc.	Challenges and opportunities for the Manitoba media production sector in the digital multipolar global landscape	\$45,000
Eftekharpour, Eftekhar (Physiology & Pathophysiology)	Health Sciences Centre Foundation	A combinatorial approach for treatment of stroke: Inhibiting cell death and stimulating the stem cells repair capacity	\$70,000
El-Salakawy, Ehab (Civil Engineering)	Mitacs Inc.	Performance based seismic design guidelines for sprayed-FRP retrofitted circular reinforced concrete bridge columns	\$55,000
Ferguson, Steven (Centre for Earth Observation Science)	Research Manitoba	Innovative research on monitoring marine mammals to mitigate impacts of a changing Arctic (short title: Marine Mammal Monitoring)	\$31,176
Filizadeh, Shaahin (Electrical and Computer Engineering)	Manitoba Hydro	Alternative voltage source converter designs for HVDC systems	\$89,125
Ghavami, Saeid (Human Anatomy and Cell Science)	Mitacs Inc.	Mevalonate cascade inhibition sensitizes human glioblastoma cells to Temozolomide via modulation of autophagy	\$45,000

Gole, Aniruddha (Electrical and Computer Engineering)	Mitacs Inc.	Wide area measurement based robust damping controllers for power systems with embedded powered electronic devices	\$59,000
Gorczyca, Beata (Civil Engineering)	NSERC	The relationship between membrane and foulant in filtration of high DOC and hardness waters	\$25,200
Gordon, Joseph (Nursing)	Research Manitoba	Therapeutic targeting of skeletal muscle Nix in early- onset insulin resistance	\$52,000
Herbert, David (Chemistry)	NSERC	Development of a standardized analytical protocol for determination of chlorite concentration using thiourea	\$25,000
Hollaender, Hartmut (Civil Engineering)	NSERC	Evaluation of the water balance for evapotranspiration landfill covers	\$25,000
House, James (Human Nutritional Sciences)	NSERC	Exploring research gaps for determining protein quality in food	\$25,000
Jian, Fuji (Biosystems Engineering)	NSERC	Safe storage guidelines for hemp seeds	\$25,000
Khafipour, Ehsan (Animal Science)	NSERC	Enhancing gut health in dairy cows and economic and environmental sustainability of Manitoba dairy producers	\$243,000
Ko, Ji Hyun (Human Anatomy and Cell Science)	Health Sciences Centre Foundation	Normal brain imaging database for neurodegenerative disorder studies	\$70,000
Kordi, Behzad (Electrical and Computer Engineering)	NSERC	An investigation of space charge profile on flashover characteristics of fiberglass reinforced plastic (FRP) tools under DC conditions	\$33,011

Kuzyk, Zou Zou (Centre for Earth Observation Science)	Research Manitoba	Freshwater-marine coupling in Hudson Bay: A study of winter estuarine processes in the coastal corridor and effects of environmental change	\$41,914
Porter, Michelle (Centre on Aging)	Riverview Health Centre	An exploratory study on renovations of a special needs dementia unit: Impact on residents, staff and family	\$169,261
Rodd, Celia (Pediatrics and Child Health)	Children's Hospital Foundation of Manitoba Inc.	Evaluating area-based socioeconomic status predictors of pediatric health outcomes in Manitoba	\$40,000
Shao, Ruodan (Business Administration)	SSHRC	How business ethics pay off: The role of corporate social responsibility in employee ability, motivation, opportunity, and performance	\$64,780
Singh, Harminder (Internal Medicine)	Children's Hospital of Eastern Ontario (CHEO)	The Canadian Gastro-Intestinal Epidemiology Consortium (CanGIEC): Inflammatory bowel disease in Canada	\$144,000
Stecina, Katinka (Physiology & Pathophysiology)	Canadian Paraplegic Association (Manitoba) Inc.	Novel mechanisms involved in autonomic dysreflexia after spinal cord injury	\$50,000
Stern, Gary (Centre for Earth Observation Science)	Research Manitoba	Understanding the effects of climate change and industrial development on contaminant processes and exposure in the Canadian Arctic marine ecosystem: How can we prepare?	\$40,536
Thiyam-Hollander, Usha (Human Nutritional Sciences)	NSERC	Development of a process for a novel ALA omega-3-rich flaxseed oil dairy protein powder	\$25,000

Tomy, Gregg (Chemistry)	NSERC	Efficacy of a polymeric medium to absorb hydrocarbons from wastewaters in a storm water drainage system	\$25,000
Wang, Yang (Computer Science)	Mitacs Inc.	Computer vision and deep learning for moderating visual content	\$799,999
Wang, Yang (Computer Science)	NSERC	Object detection from security cameras for smart homes	\$25,000
Young, James (Computer Science)	NSERC	Specialized location interface technologies for industrial robotic inspection	\$121,738
Young, James (Computer Science)	Inuktun Services Ltd	Specialized localization interface technologies for industrial robotic inspection	\$70,000
Yuan, Qiuyan (Civil Engineering)	NSERC	Evaluation and optimization of the effectiveness of Bactidomus™ technology in reducing phosphorous in municipal wastewater lagoon effluents	\$25,000
Zahradka, Peter (Physiology & Pathophysiology)	Research Manitoba	Effects of adiponectin processing on adipose tissue function and metabolic disease risk	\$32,500

#### ADMINISTRATIVE MATTERS

- On February 14<sup>th</sup>, after a successful pilot period, the first full cohort completed the Leadership Learning Program. The leadership program will graduate two cohorts annually.
- The University and the University of Manitoba Faculty Association have established two joint committees; one examining gender based pay differentials, and the other looking at the appropriate use of research metrics. Both committees will complete their work and report by the end of the year.
- Early collective bargaining discussions have begun with UMFA and UNIFOR. Both contracts expire at the end of March 2017.
- In January 2017, the Active Living Center achieved Leadership in Energy and Environmental Design (LEED®) Silver designation from the Canadian Green Building Council (CaGBC).

- The Office of Sustainability hosted four open houses in January and February 2017 on the University's Draft Sustainable Transportation Strategy with approximately 1,000 students, faculty and staff stopping by.
- The Campus Planning Office received funding from the Indigenous Initiatives Fund for Indigenous artwork and design for the Campus Bike Kiosk and active transportation wayfinding. The Bike Kiosk design has progressed under the guidance of the University's Indigenous Planning and Design Principles. The Fund will enable the Indigenous design of this project to continue through artistic and language elements, contributing to the Indigenization of the campus environment through unique cultural placemaking.
- The Copyright Office, in conjunction with CATL, has written and is developing eight modules to create a Copyright Tutorial aimed at University of Manitoba faculty and instructors. The modules cover key concepts such as Fair Dealing, using Internet content, audio-visual material, library resources, other copyright-friendly resources and managing one's own copyright. Each module is located in UM Learn and includes a script in PDF format as well as a short 3-5 minute animated video. Publicity and roll-out of the tutorial will begin in summer 2017.
- On January 16, 2017 the Office of Human Rights & Conflict Management arranged and hosted an exploratory meeting regarding Bill 15 – the Sexual Violence Awareness and Prevention Act with Post-Secondary Institutions ("PSI"): University of Winnipeg, Canadian Mennonite University, Assiniboine Community College, Brandon University and Manitoba Institute of Trades and Technology. It was unanimously agreed by all in attendance that as the legislation is specific to Manitoba PSIs, a network to share resources and information would be created. This network will be modelled after the Accessibility for Manitobans Act PSI Network.
- Electronic T4s for 2016 were made available to staff more than a week in advance of the February 28<sup>th</sup> deadline. This year, 12,583 T4 slips were generated. Staff continue to be encouraged to opt into electronic T4s to save the cost and environmental impact of printing and mailing paper slips.

## **EXTERNAL MATTERS**

- For the period of April 1, 2016 to February 17, 2017, the University has raised \$40,467,179 towards the 2016/2017 fiscal year.
- As of February 17, 2017 we have raised \$275,998,001 in philanthropic gifts and received a \$150 million commitment from the provincial government towards our \$500 million goal for the Front and Centre campaign.

- Significant gifts in the last reporting period include:
  - Dr. Donald K. Johnson, O.C., [BsC(EE)/1957, LLD/2008] made a gift of \$500,000 in support of the Stanley Pauley Engineering Building.
  - The Manitoba Métis Federation has made a contribution of \$200,000 to support the Louis Riel Bursaries fund at the University of Manitoba. This endowed fund provides bursaries to attract and retain Métis students in degree programs.
  - Dr. Sonja I. Bata, O.C.[LLD/1999] established the Sonja I. Bata Material Culture Scholarships with a gift of \$150,000.
  
- On January 16, President Barnard and Digvir Jayas, Vice-President (Research and International) met with the Honourable Kirsty Duncan, Minister of Science, and Terry Duguid, Member of Parliament, Winnipeg South. Discussions included an overview of the University of Manitoba's research priorities, Indigenous achievement initiatives, the National Centre for Truth and Reconciliation, and university-industry partnerships. Minister Duncan's visit included a tour of the Manitoba Institute for Materials and of the National Centre for Truth and Reconciliation.
  
- On January 25, President Barnard met with the Honourable Ian Wishart, Minister of Education and Training, to discuss areas of strategic importance to the University including the Indigenous Student Centre and the Centre for the Advancement of Teaching and Learning.
  
- On January 30, John Kearsy, Vice-President (External) met with Bram Strain, Deputy Minister, Education and Training. The purpose of this meeting was to discuss the Province of Manitoba's \$150 million commitment to the Front and Centre campaign including support for the National Centre for Truth and Reconciliation and Indigenous Teaching Chairs.
  
- On February 3, President Barnard met with Judy Klassen, Interim Leader, Manitoba Liberal Party and MLA, Kewatinook in order to share information on the University of Manitoba's work in the areas of Indigenous achievement and reconciliation.
  
- On February 7, the University of Manitoba hosted an event for alumni and friends living in Ottawa. President David Barnard highlighted the upcoming UM 140 celebrations. Fourth-year Political Studies student Allison Kilgour spoke at the reception following her experience representing the University at University Canada's Converge conference, sharing how her experience at the University of Manitoba has shaped who she is. Senator Patricia Bovey, past chair of the Board of Governors, also joined the night's speakers to share her thoughts on how the University of Manitoba has shaped the identity of Manitoba and our country. More than 85 alumni and friends attended the event including Jim Carr, Minister of Natural Resources, Ted Falk, MP, Provencher, Terry Duguid, MP, Winnipeg South, Don Rusnak, MP, Thunder Bay-Rainy River, and Senator Murray Sinclair.

- On February 7-8, President Barnard traveled to Ottawa in order to host the Ottawa alumni reception and hold a series of meetings. Meetings were scheduled with Michael Wernick, Clerk of the Privy Council and Secretary to Cabinet; The Honourable Marilou McPhedran, Senator; Andrea Lyon, Deputy Minister, Agriculture and Agri-Food Canada, and Deputy Minister University Champion for the University of Manitoba; The Honourable Patricia Bovey, Senator, and Greg Fergus, MP, Hull-Aylmer. Discussion items included Indigenous achievement, the National Centre for Truth and Reconciliation, and research priorities.
- On February 9, President Barnard met with members of the Committee of University Presidents of Manitoba and the Honourable Ian Wishart, Minister of Education to discuss Budget 2017 and the post-secondary sector.
- On February 27, President Barnard met with the Honourable Cameron Friesen, Minister of Finance, in advance of Budget 2017 to discuss fiscal challenges facing the University of Manitoba and the post-secondary sector.
- On March 2 and 4, the University of Manitoba hosted Visionary Conversations Across the Nation events in Vancouver and Victoria titled Acknowledging the Past, Creating our Future – a discussion focused on the importance of human rights in today’s climate. President David Barnard hosted the conversations featuring Ry Moran, Director, National Centre for Truth and Reconciliation and Katherine Starzyk, Assistant Professor, Department of Psychology for alumni and friends in both cities.
- A Visionary Conversations event was held on March 9 in the Brodie Atrium at the Bannatyne Campus. The event was titled “Why do we allow poverty to persist in Canada? – What role should corporations, individuals, governments and non-profit organizations play in reducing poverty?” and was moderated by President David Barnard. Panelists included Donald Benham, Hunger and Poverty Awareness Manager, Winnipeg Harvest; Evelyn Forget, Professor, Community Health Sciences; Edward Kennedy, President and CEO, North West Company; Susan Prentice, Professor, Department of Sociology; and Diane Redsky, Executive Director, Ma Mawi Wi Chi Itata Centre.

March 22, 2017

## **Report of the Senate Executive Committee**

### **Preamble**

The Executive Committee of Senate held its regular monthly meeting on the above date.

### **Observations**

#### **1. Speaker for the Executive Committee of Senate**

Professor Mark Gabbert will be the Speaker for the Executive Committee for the April meeting of Senate.

#### **2. Vacancy on the Senate Committee on Nominations**

The report of the University Secretary on the Senate Committee on Nominations is attached (Appendix A). Members of the Senate Committee of Nominations are nominated by the Senate Executive Committee and elected by Senate. A recommendation on a nomination to fill a vacancy for an academic staff representative from Health Sciences may be made at the April Senate meeting.

#### **3. Comments of the Executive Committee of Senate**

Other comments of the Executive Committee accompany the report on which they are made.

Respectfully submitted,

Dr. David Barnard, Chair  
Senate Executive Committee  
Terms of Reference:

[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/477.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/477.htm)

### Vacancy on the Senate Committee on Nominations

At the July 1977 meeting of Senate, Senate approved without debate area representations for the Senate Committee on Nominations. The representation was amended in July 1991 to include the Libraries, in June 2005 to include the Clayton H. Riddell Faculty of Environment, Earth and Resources, and in October 2014 to take into account the Faculty of Health Sciences.

The current membership is as follows:

Agricultural and Food Sciences & Environment, Earth and Resources	Dean Karin Wittenberg*	2018
Architecture & Engineering	Dr. Witold Kinsner*	2019
Arts	Prof. Pam Perkins	2017
Education, Kinesiology and Recreation Management & Extended Education	Prof. Sandra Kouritzin*	2018
Health Sciences (2)	Prof. Marie Edwards vacant	2019 2017
Libraries & Student Affairs	Ms Vera Keown	2019
Management, Law & Social Work	Prof. Robert Biscontri*	2017
Music & School of Art	Prof. Gordon Fitzell*	2018
Science	Prof. Helen Cameron	2018
Students (2)	Mr. Ifeanyi Nwachukwu Ms Mercy Oluwafemi	2017 2017

\* denotes member of Senate presently or at time of appointment

A replacement is required for one of the Health Sciences positions for the balance of a term ending on May 31, 2017.

The composition of the Senate Committee on Nominations calls for ten members of the academic staff, the majority of whom are to be members of Senate. Since five of the academic members currently on the Committee are Senators or were Senators at the time of appointment, the replacement must be a member of Senate at the time of election to the Senate Committee on Nominations.

## **REPORT OF THE SENATE COMMITTEE ON AWARDS – PART B**

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

### **Observation**

At its meeting of February 21, 2017, the Senate Committee on Awards reviewed four new offers that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated February 21, 2017).

### **Recommendation**

The Senate Committee on Awards recommends that Senate and the Board of Governors approve four new offers, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated February 21, 2017). This award decision complies with the published guidelines of November 3, 1999, and is reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin  
Chair, Senate Committee on Awards

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

**SENATE COMMITTEE ON AWARDS**  
**Appendix A**  
**February 21, 2017**

**1. NEW OFFER**

**College of Nursing Bursary (Indigenous)**

The College of Nursing has established an endowment fund at the University of Manitoba. The fund will be used to provide financial support to Indigenous nursing students in the College of Nursing. From the earnings on the fund two annual bursaries of \$1,500 will be available to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) in the Bachelor of Nursing Program in the College of Nursing at the University of Manitoba;
- (2) have achieved a minimum degree grade point average of 2.5;
- (3) are Indigenous (Status, Non-Status, Métis, Inuit);
- (4) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will be the Student Awards Committee of the College of Nursing.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

(Attachment I)

**College of Nursing Bursary (Indigenous Year 2)**

The College of Nursing has established an endowment fund at the University of Manitoba. The fund will be used to provide financial support to Indigenous nursing students in the College of Nursing. From the earnings on the fund two annual bursaries of \$1,000 will be available to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) in the second year of the Bachelor of Nursing Program in the College of Nursing at the University of Manitoba;
- (2) have achieved a minimum degree grade point average of 2.5;
- (3) are Indigenous (Status, Non-Status, Métis, Inuit);
- (4) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will be the Student Awards Committee of the College of Nursing.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

(Attachment I)

**College of Nursing Bursary (Indigenous Year 3)**

The College of Nursing has established an endowment fund at the University of Manitoba. The fund will be used to provide financial support to Indigenous nursing students in the College of Nursing. From the earnings on the fund three annual bursaries of \$1,000 will be available to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) in the third year of the Bachelor of Nursing Program in the College of Nursing at the University of Manitoba;

- (2) have achieved a minimum degree grade point average of 2.5;
- (3) are Indigenous (Status, Non-Status, Métis, Inuit);
- (4) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will be the Student Awards Committee of the College of Nursing.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

(Attachment I)

#### **College of Nursing Bursary (Indigenous Year 4)**

The College of Nursing has established an endowment fund at the University of Manitoba. The fund will be used to provide financial support to Indigenous nursing students in the College of Nursing. From the earnings on the fund three annual bursaries of \$1,000 will be available to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) in the fourth year of the Bachelor of Nursing Program in the College of Nursing at the University of Manitoba;
- (2) have achieved a minimum degree grade point average of 2.5;
- (3) are Indigenous (Status, Non-Status, Métis, Inuit);
- (4) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will be the Student Awards Committee of the College of Nursing.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

(Attachment I)



UNIVERSITY  
OF MANITOBA  
February 14, 2017

Rady Faculty of  
Health Sciences

**College of Nursing**  
Helen Glass Centre for Nursing  
89 Curry Place  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone: 204-474-7452  
Fax: 204-474-7682

Dr. Philip Hultin  
Chair, Senate Committee on Awards  
c/o Pamela Gareau,  
Awards Establishment Coordinator  
420 University Centre  
University of Manitoba

**RE: College of Nursing Bursary (Indigenous), College of Nursing (Indigenous Year 2), College of Nursing (Indigenous Year 3), and College of Nursing (Indigenous Year 4)**

Dear Dr. Hultin,

The College of Nursing supports the establishment of the **College of Nursing Bursary (Indigenous), College of Nursing (Indigenous Year 2), College of Nursing (Indigenous Year 3), and College of Nursing (Indigenous Year 4).**

In the Fall Term of 2016, the University of Manitoba’s Indigenous undergraduate student population was 7.8% of total enrolment, compared to Manitoba’s Indigenous population of 16.7%<sup>1</sup>  
Indigenous student enrolment data for the past five years in the College of Nursing is provided for context in the table below.

Year (Fall Term)	Number of Indigenous Students	Total Students	% Indigenous
2016	100	717	13.9%
2015	97	718	13.5%
2014	82	807	10.2%
2013	52	674	13.0%
2012	58	674	12.5%

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships and awards for Indigenous students contributes to this commitment. This scholarship will provide the College of Nursing the opportunity to recruit, support and retain Indigenous students at the University of Manitoba and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

Dr. Beverly O’Connell  
Dean , College of Nursing

<sup>1</sup> Statistics Canada. *Indigenous Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011*, Catalogue no. 99-01 1-X2011001 [cited July 18, 2013] <http://well-being.esdc.gc.ca/misme-iowb/.3ndic.lt4r@-eng.jsp?iid=36>.  
45 Employment and Social Development Canada website:

**Report of the Senate Committee on Curriculum and Course Changes, Part B - Submitted to Senate for Ordinary Debate RE: Department of Statistics**

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**Preamble:**

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) specify that recommendations of the Committee which involve substantive additional costs or affect long-range planning shall be referred to the Senate Planning and Priorities Committee (SPPC) in order that they may comment on the proposal when it is introduced for discussion in Senate. The terms of reference for the SCCC may be found at [http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/497.html](http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.html).
2. The SCCC considered curriculum and course changes proposed by the Department of Statistics, Faculty of Science, at its meetings on October 12, October 18, and October 28, 2016.
3. The Senate Planning and Priorities Committee (SPPC) also considered the proposal from the Department of Statistics, Faculty of Science, at its meeting on November 28, 2016.

**Observations**

1. The Department of Statistics is proposing the introduction of two courses and the modification of eight courses, as set out in the attachment to the Report. The overall number of credit hours offered by the department would increase by 6 credit hours.  
The department is also proposing modifications to the following programs, including changes to the program notes:
  - Bachelor of Science (Honours) in Statistics
  - Bachelor of Science (Honours) in Statistics, Cooperative Option
  - Bachelor of Science (Major) in Statistics
  - Bachelor of Science (Major) in Statistics, Cooperative Option
  - Bachelor of Science (General) in Statistics
  - Minor in Statistics
  - Bachelor of Science (Honours) in Statistics and Actuarial Mathematics
  - Bachelor of Science (Honours) in Computer Science and Statistics
  - Bachelor of Science (Honours) in Statistics and Mathematics
2. The introduction of STAT 1150 – Introduction to Statistics and Computing (3) and STAT 2150 – Statistics and Computing, anticipates future changes to curricula for Statistics programs in the Department that would reflect a new model for teaching and research in the discipline, to be brought forward to Senate in a subsequent year(s). In the current model, the first years of the curricula provide mathematical and theoretical foundations, including in algebra, probability theory, and statistical inference theory, for example. Computational tools and applications are introduced in the upper years of the program.

The new model for teaching statistics, which is driven by big data science, aims to engage and retain students in statistics programs, by exposing students to computational methods and the application of statistics, using real data from academic research and government, from the start of the program.

The proposed courses, which are designed for students in mathematically rich disciplines, including Statistics, Mathematics, Actuarial Mathematics, and Computer Science, for example, respond to this trend in the discipline. STAT 1150 - Introduction to Statistics and Computing, would teach students fundamental concepts in statistics (e.g. data, random sampling, background of the data) and STAT 2150 - Statistics and Computing would introduce students to fundamental statistical tools, including statistical software.

3. The two new courses, STAT 1150 and STAT 2150 would include a laboratory. The Department is also proposing to modify two existing courses to include a laboratory, STAT 1000 – Basic Statistical Analysis 1 and STAT 2000 – Basic Statistical Analysis 2. The objectives for adding a laboratory section to the last two courses are to increase student interest in the material and the effectiveness of learning, by facilitating interactions and discussions among students in small groups, and to address high DFW rates in these courses.
4. The SCCC has endorsed course and curriculum changes proposed by the Department, and strongly supports the pedagogical objectives of the proposed changes, as reflected in the course introductions and modifications to STAT 1000 and STAT 2000, in particular.
5. Revenue generated from laboratory fees and Department resources would be used to pay for the labs for STAT 1000, STAT 1150, STAT 2000, and STAT 2150. The Faculty of Science has agreed to cover any shortfall, as confirmed in the letter from Dean Baum (dated October 26, 2016) included with this Report.
6. The Department has indicated that each laboratory section would cost approximately \$1,410.00, to cover the cost of a salary for a Teaching Assistant, assuming a salary of \$23.50/hour and six hours of work / week for ten weeks. Laboratory fees (\$30.00 / student) for fifty students / laboratory section would total \$1,500.00 would cover this amount.
7. The Registrar's Office has confirmed that there would be sufficient space to offer the laboratory sections, which would require fifty-two rooms in the Fall Term and forty-four rooms in the Winter Term, as outlined in the communication from Mr. Marnoch (dated October 26, 2016) attached to the Report.

### **Recommendation**

The Senate Committee on Curriculum and Course Changes recommends:

**THAT Senate approve curriculum and course changes proposed by the Department of Statistics, Faculty of Science, effective September 1, 2017.**

Respectfully submitted,

Professor G. Smith, Chair  
Senate Committee on Curriculum and Course Changes

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

**Report of the Senate Planning and Priorities Committee RE: Undergraduate Curriculum and Course Changes, Department of Statistics, Faculty of Science**

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**Preamble:**

1. The terms of reference for the Senate Planning and Priorities Committee (SPPC) specify that the committee may make recommendations to Senate regarding ... any such studies, proposals or reports that it may initiate within itself, have referred to it by Senate other Councils, Committees or Bodies, formal or otherwise. See section 1 (c). The terms of reference are available at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committ ees/510.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committ ees/510.html)
2. At its meetings on November 28, 2016 and January 30, 2017, the Committee considered curriculum and course changes proposed by the Department of Statistics, Faculty of Science. The proposal had been referred to the Committee by the Senate Committee on Curriculum and Course Changes (SCCCC), to consider the resource implications of the proposal.
3. The SCCC also considered the proposal at several meetings in October 2016.

**Observations:**

1. The Department of Statistics is proposing the introduction of two courses and the modification of eight courses. The overall number of credit hours offered by the Department would increase by 6 credit hours. The Department is also proposing modifications to various programs, as set out in the proposal and summarized in the Report of the SCCC. Many of the program modifications follow from proposed course changes.
2. The SPPC considered the resource implications of proposals to introduce two courses with a laboratory, STAT 1150 – Introduction to Statistics and Computing and STAT 2150 – Statistics and Computing, and to modify two existing courses to include a laboratory, STAT 1000 – Basic Statistical Analysis 1 and STAT 2000 – Basic Statistical Analysis 2.
3. The objective for introducing STAT 1150 and STAT 2150, which are designed for students in mathematically rich disciplines, is to expose students to computational methods and the application of statistics using real data, in order to engage and retain students in statistics programs, in particular. Objectives for introducing a laboratory for STAT 1000 and STAT 2000 are to increase student interest in the material and raise the effectiveness of student learning by facilitating small-group learning, and to address high DFW rates in these courses as they are currently offered.
4. The Faculty of Science has indicated that no new teaching resources (faculty positions) would be required to deliver STAT 1150 and STAT 2150. The Faculty assumes that enrolment across, and the total number of sections offered for, the four courses (STAT 1000, STAT 1150, STAT 2000, STAT 2150) would be the same as current enrolment (4,800 students) and number of sections offered in STAT 1000 and STAT 2000. The Department would offer three sections of STAT 1150 and one section of STAT 2150 in

the 2017-2018 Academic Session. The number of sections of STAT 1000 and STAT 2000 would, correspondingly, be reduced and Instructors currently teaching these sections would be reassigned to teach sections in STAT 1150 and STAT 2150.

In future, if increased demand for STAT 1150 and STAT 2150 necessitated that additional sections be created in these courses, the number of sections of STAT 1000 and STAT 2000 would be decreased proportionally.

5. The introduction of the laboratories would be cost neutral. Revenue from laboratory fees (\$30.00 per student \* 50 students per section = \$1,500 per section) would be used to cover the salary costs of Teaching Assistants (\$1,410.00 per section). The balance of the revenue from laboratory fees (\$90.00 per section) would be used to cover any unexpected deficiencies. The Faculty of Science would cover any shortfall, as indicated by Dean Baum in her letter dated October 26, 2016.
6. In the short-term, there would be no new costs associated with delivering laboratories for online sections of STAT 1000 and STAT 2000, as Instructors would use their regular office hours to moderate pre-designed laboratory activities. The Faculty, together with the Centre for the Advancement of Teaching and Learning (CATL) and Information Services and Technology (IST), will consider purchasing software to offer online laboratories as live-discussion forums in the future.
7. The Faculty anticipates that the proposed course changes could potentially reduce the resources required to deliver Statistics courses, including STAT 1000 and STAT 2000, in particular, by improving student success rates in these courses and thereby reducing DFW rates and course repeats.
8. The Registrar's Office has confirmed that there would be sufficient classroom space to deliver the ninety-six (96) laboratory sections that would be required, for the four courses in question, over the Fall and Winter Terms. The analysis by the Registrar's Office included several constraints, as outlined in an email from Mr. Marnoch (dated October 26, 2016), including that section capacities would not exceed fifty (50) students and that the laboratory sections would normally be scheduled in early morning and later afternoon, when there is less demand for classroom spaces.
9. It was noted that the proposal to establish laboratory sections for the statistics courses was being made at a time when the Faculty of Science has reduced, and has forecast the potential need to further reduce, the number of 1000- and 2000- level course offerings, citing insufficient teaching resources, particularly for salaries for Teaching Assistants, given recent budgetary challenges. A concern was raised that additional teaching costs entailed by the introduction of the statistics laboratories might lead to a reduction of course sections in STAT 1000, in particular, which would impact students in programs across the University who complete this course in order to meet either a program requirement or the University's Mathematics (M) requirement. The concern also related to the potential need to reduce the number of sections for 1000-level courses with laboratory teaching in other departments in the Faculty of Science.  
  
Responding to these concerns, Dean Baum said that the Faculty cannot determine at present, whether or not it would be necessary to reduce the number of 1000- and 2000-level course sections, as the Faculty's budget for future years is not known. She indicated that the Faculty is committed to teaching as many students as possible.
10. SPCC endorses the course and curriculum changes proposed by the Department of Statistics, on the basis of its strong support for the pedagogical objectives of the proposed changes, notwithstanding uncertainty on budget resources, laboratory fee

revenues, and resource allocations within the Faculty of Science to support 1000- and 2000-level science courses with laboratories.

**Recommendation:**

The Senate Planning and Priorities Committee recommends:

**THAT Senate approve the Report of the Senate Planning and Priorities Committee concerning curriculum and course changes proposed by the Department of Statistics, Faculty of Science, effective September 1, 2017.**

Respectfully submitted,

Ms. Ada Ducas, Chair  
Senate Planning and Priorities Committee

The Statistics department is proposing to add a tutorial component to the existing courses, STAT 1000 and STAT 2000. The proposed tutorial component will facilitate interactions and group discussions among students in relatively small groups and therefore increase the effectiveness of learning and interests of students in the material. Each lab will consist of no more than 50 students in order to facilitate interaction and discussion. Problem solving and quizzes will be the main activities.

The Statistics department is also proposing to offer two new introductory level Statistics courses, STAT 1150 and STAT 2150. These courses have been designed as introductory courses that are recommended for students in mathematically rich disciplines, including Statistics, Mathematics, Actuarial Science, Computer Science and related interdisciplinary programs. These courses will also include a tutorial component.

The SCCC has asked the Faculty of Science to provide information related to the resources required to implement this proposed modification to STAT 1000 and STAT 2000, and the proposed introduction of STAT 1150 and 2150. Specifically, the financial resources required, the space resources required, and the resources required to offer a similar laboratory experience for those students registered in the distance/online versions of the courses.

Students will not be able to hold credit for STAT 1000 or STAT 2000 with the newly proposed STAT 1150. At least initially, the expectation is that the same number of students will be registered in the four courses, STAT 1000, 2000, 1150 & 2150, as there are currently registered in STAT 1000 and STAT 2000.

These four courses will have about 2600 students in the Fall and about 2200 students in the Winter term. We expect to have a maximum of 50 students per tutorial. This plan will require 52 rooms in the fall and 44 rooms in the winter (for a total of 96 labs over the full academic year).

Note that some number of labs in the above calculations would be attributed to STAT 1150/2150. We expect the number of labs required for STAT 1150/2150 to be of the order of 7-10 in the first year.

Each class will have 10 sessions per term, as tutorials will begin from 2<sup>nd</sup> week of the term. We expect about 6 hours of TA work per week (1 hour lab + 1.5 hours prep + 3.5 hours marking).

$$\begin{aligned}\text{Lab fees per lab section} &= 30 \text{ \$/student} \times 50 \text{ students/section} = \$1,500.00 \\ \text{Approximate TA salary} &= 23.5 \text{ \$/hr} \times 6 \text{ hrs/week} \times 10 \text{ weeks} = \$1,410.00\end{aligned}$$

Remaining \$90/lab would be used to cover any unexpected deficiencies due to students VW etc. Any further deficiencies will be covered by the Faculty. Attached is a letter of support from the Dean of the Faculty of Science indicating this support exists.

The Statistics department has consulted with the Registrar's Office regarding the availability of classrooms for the lab components that are proposed. The Registrar's Office has confirmed that the space required for these proposed labs can be accommodated. Attached is the response from the Registrar, Neil Marnoch.

Regarding the development of a lab for the online/distance version of STAT 1000 and STAT 2000, **in the short-term** we plan to have pre designed lab activities for STAT 1000/2000 and instructors of the online versions of STAT 1000/2000 will use the same activities as weekly practice supplements. Instructors will use their regular office hours for moderating these activities and solutions will be posted at the end of the week. As a result there will be no extra cost for conducting online labs in the immediate term.

**In the long-term** we expect to develop and utilize an online laboratory component where the instructor can have live weekly discussion forums such that all students can participate in a virtual classroom environment. This will be possible when the technological tools and a virtual one-to-many classroom environment are made available. The Faculty, CATL, and IST are currently investigating two vendors for their software to videotape lectures (or laboratory sessions). The technology has both live streaming and on-demand capabilities. Our instructors have participated in some of these information sessions and IST is discussing the option of integrating this new software with UM Learn. Our online labs are not contingent on such technology being available.



UNIVERSITY  
OF MANITOBA | Faculty of Science

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October 26, 2016

Senate Committee on Curriculum and Course Changes:

The Dean's Office fully supports the new course modifications proposed by the Department of Statistics. Through these changes, we will be offering students learning options that are more relevant to today's problems and their solutions, as found in Statistics.

A concern raised by the committee is the cost of delivering the new labs/tutorials. The Dean of Science has worked with the Department of Statistics to ensure that the labs will incur no additional costs, but if such costs do arise, the budget of the Faculty of Science will cover them.

Sincerely,

Stefi Baum  
Dean, Faculty of Science  
Professor, Department of Physics and Astronomy

*"Science is a place to experience, experiment, explore and learn as we discover the unknown and invent the future."*

**From:** [Neil Marnoch](#)  
**To:** [Saman Muthukumarana](#)  
**Cc:** [Stefi Baum](#); [Pourang Irani](#); [Ben Li](#); [Liqun Wang](#); [Christine Adams](#); [Kevin Silppert](#)  
**Subject:** RE: Regarding STAT 1000 & STAT 2000 tutorials  
**Date:** Wednesday, October 26, 2016 3:16:28 PM

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UNIVERSITY  
OF MANITOBA

Registrar's Office

Message from Neil Marnoch, Registrar

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Hello Saman, this will confirm that the Registrar's Office has determined there is sufficient classroom space to accommodate the addition of once per week, 50 minute tutorials for STAT 1000 and STAT 2000 commencing Fall 2017 within the following constraints:

- Section capacities will not exceed 50 students
- Rooms may be furnished with tables or with tablet seating
- Tutorials will be offered during the following times:
  - Monday, Wednesday and Fridays: 8:30, 2:30, 3:30 and 4:30
  - Tuesday and Thursdays: a morning start time no later than 9:00; afternoon times of 2:30, 3:30 and 4:30, or 2:30 and 4:00 timeslots nested in the 75 minute time periods. (Because we would utilize the same rooms for all sections and because not many students take other courses at these times, we would have fewer concerns about off-grid scheduling on those afternoons.)
  - If space is available after lectures have been assigned to classes, some sections may be re-scheduled to be offered between 9:30 and 2:30 MWF or between 11:30 and 2:30 on T Th as space permits.
  - As much as is possible, an equal number of sections must be offered in each corresponding timeslot in order to optimize room usage. e.g. 4 sections at 8:30 on each of Monday, Wednesday and Friday, as opposed to 4 sections on Monday, 6 on Wednesday and 2 on Friday.

This analysis was conducted based on our current room inventory, existing class schedules and an absence of regulations that require classes to be evenly distributed throughout the day. If such regulations are introduced, there may be more space available in the mid-day time periods that would allow more scheduling options for the Stats tutorials. Please let me know if you have any questions or concerns.

Neil Marnoch  
Registrar  
The University of Manitoba

[Neil.Marnoch@UManitoba.ca](mailto:Neil.Marnoch@UManitoba.ca)

204 474 9425

***Student Affairs...Creating Opportunities for Student Success***

## Statistics

### Introductions:

STAT 1150 Introduction to Statistics and Computing Cr.Hrs. 3 +3.0  
(Lab required) This course is recommended for students in mathematically rich disciplines, including Statistics, Mathematics, Actuarial Science, Computer Science, and related interdisciplinary programs. Topics to be covered include: summarizing and displaying large datasets, sampling, estimation and significance tests, probability calculations, random variables and probability distributions, introduction to regression and correlation analysis, statistical software. Not to be held with STAT 1000, STAT 1001, STAT 2000, STAT 2001 and STAT 2220. Prerequisite: Minimum of 70% in Pre-calculus Mathematics 40S or a grade of B or better in Mathematical Skills (MSKL 100) offered by Extended Education or equivalent.

STAT 2150 Statistics and Computing Cr.Hrs. 3 +3.0  
(Lab required) This course is recommended for students in mathematically rich disciplines, including Statistics, Mathematics, Actuarial Science, Computer Science, and related interdisciplinary programs. Topics to be covered include: exploratory data analysis and visualization, graphical methods, random number generation, random variables, simple statistical models and computing, Monte Carlo methods, large sample and simulation-based inference, statistical software packages. Prerequisite: [STAT 1150 (C) or STAT 2000 (B) or STAT 2001 (B)] and [a C or better in one of: MATH 1230, MATH 1500, MATH 1501, MATH 1510, MATH 1530, or MATH 1690 (C)].

### Modifications:

STAT 1000 Basic Statistical Analysis 1 Cr.Hrs. 3 0.0  
(Lab required) Students intending to pursue a mathematically rich discipline, including Statistics, Mathematics, Actuarial Science, Computer Science, and related interdisciplinary programs, should consider STAT 1150. An introduction to the basic principles of statistics and procedures used for data analysis. Topics to be covered include: gathering data, displaying and summarizing data, examining relationships between variables, sampling distributions, estimation and significance tests, inference for means. Not to be held with STAT 1001, STAT 1150, or STAT 2220. Prerequisite: Any grade 12 or 40S Mathematics, or equivalent.

STAT 2000 Basic Statistical Analysis 2 Cr.Hrs. 3 0.0  
(Lab required) Students intending to pursue a mathematically rich discipline, including Statistics, Mathematics, Actuarial Science, Computer Science, and related interdisciplinary programs, should consider STAT 2150. The study of estimation and hypothesis testing procedures for means and proportions in one, two and multiple sample situations, introduction to the analysis of variance; regression and correlation analysis; optional topics may include nonparametric procedures, design of experiments, probability models. Not to be held with STAT 1150 or STAT 2001. Prerequisite: STAT 1000 (C) or STAT 1001 (C).

STAT 2220 Contemporary Statistics for Engineers Cr.Hrs. 3 0.0  
(Lab required) Descriptive statistics, basic probability concepts, special statistical distributions, statistical inference-estimation and hypothesis testing, regression, reliability, statistical process control. Not to be held with STAT 1000, STAT 1001 or STAT 1150. Prerequisite: a "C" or better in one of MATH 1232, MATH 1690, the former MATH 1680, MATH 1700, MATH 1701, MATH 1710.

STAT 2400 Introduction to Probability I Cr.Hrs. 3 0.0  
(Lab Required) Basic probability, discrete distributions including binomial, hypergeometric, geometric and Poisson, joint distributions, applications involving discrete random variables. This course is not available to any student who has previously obtained credit for STAT 3500. Prerequisites: A "C" or better in one of STAT 1000, STAT 1001 or STAT 1150; and one of MATH 1232 (C), MATH 1690 (C), MATH 1700 (B), MATH 1701 (B), or MATH 1710 (B). Effective Fall 2018 the prerequisite will be STAT 1150 (C) or STAT 2000 (B) or STAT 2001 (B); and one of MATH 1232 (C), MATH 1690 (C), MATH 1700 (B), MATH 1701 (B), or MATH 1710 (B).

STAT 3000 Applied Linear Statistical Models Cr.Hrs. 3 0.0  
Applied Linear regression and analysis of variance for designed experiments. This course is not for use in the Honours or Major degree programs in Statistics. Not to be held with STAT 3470, STAT 3480, the former STAT 3120 or the former STAT 3130. Prerequisite: a "C" or better in one of STAT 1150, STAT 2000 or STAT 2001.

STAT 3170 Statistical Quality Control Cr.Hrs. 3 0.0  
Techniques for quality improvement through the use of statistical process control. Topics will include acceptance sampling, Pareto diagrams, boxplots, normal probability plots, control charts (EWMA and CUSUM), measurements of process capability and process performance. Prerequisite: a "C" or better in STAT 1150 or STAT 2000 or STAT 2001.

STAT 3380 An Introduction to Nonparametric Statistics Cr.Hrs. 3 0.0  
Parametric versus nonparametric inference; inference using ranks and order statistics; tolerance intervals; contingency tables; goodness-of-fit tests; examples from the social and physical sciences. Prerequisite: a "C" or better in one of STAT 1150, STAT 2000 or STAT 2001.

STAT 3470 Statistical Methods for Research Workers 1 Cr.Hrs. 3 0.0  
Linear regression, multiple regression, correlation analysis, introduction to one way analysis of variance, some related topics. Not to be held with STAT 3000 or the former STAT 3120. Prerequisite: A "C" or better in one of STAT 2000, STAT 2001 or STAT 2150. Pre- or corequisite: STAT 3400 or the former STAT 3500. Effective Fall 2018 the prerequisite will be STAT 2150 (C). STAT 3400 will continue to be a pre- or corequisite requirement.

**NET CHANGE IN CREDIT HOURS: +6.0**

Modifications to the following programs, including changes to the program notes, are outlined on the next five pages:

- **Bachelor of Science (Honours) in Statistics**
- **Bachelor of Science (Honours) in Statistics, Cooperative Option**
- **Bachelor of Science (Major) in Statistics**
- **Bachelor of Science (Major) in Statistics, Cooperative Option**
- **Bachelor of Science (General) in Statistics**
- **Minor in Statistics**

## **STATISTICS PROGRAMS MODIFICATIONS EFFECTIVE FALL TERM 2017**

### **PROPOSED CHANGES TO THE B.Sc. HONOURS & MAJOR PROGRAMS IN STATISTICS**

#### **4.13.1 Program Information**

Statistics is a discipline grounded in mathematics that has practical applications in many other areas. Statistics is an analytical discipline that helps other disciplines carry out research projects and studies that involve measurement, comparison, and interpretation. Statistics is a useful ancillary subject to other sciences, the social sciences, and many of the professional programs. The department offers joint programs with Mathematics, **Computer Science**, Economics and Actuarial Mathematics.

#### **Honours Requirements**

~~Students will normally take STAT 2000 and STAT 2400 in Year 2 and enter Honours in Year 3.~~

**To enter** the Honours program in Statistics, a student must have completed at least 24 credit hours with a minimum **DGPA** of 3.00, and also obtained a minimum grade of “B” in ~~STAT 2400~~ **2150**.

~~STAT 4000~~ **1150**, MATH 1220, MATH 1230, **MATH 1232** and MATH 1240 are all requirements of the Statistics Honours degree program and students are strongly encouraged to take these courses in Year 1.

**To continue** in the Statistics Honours program, students must maintain a minimum **DGPA** of 3.00, and complete a minimum of 9 credit hours during each Fall and Winter Term.

**To graduate** with the B. Sc. Honours degree, a student must achieve a minimum **DGPA** of 3.00 and minimum grade of “C” in each course that contributes to the 120 credit hours of the degree.

#### **Statistics Honours Cooperative Option**

Students interested in alternating academic terms and terms of paid employment as part of their Honours Statistics program may enter the Cooperative Option in April of their second year in Honours Statistics. This program provides students with a minimum of 12 months of paid employment by the time they graduate. It enables them to obtain work experience in research and industry with participating firms, government agencies and university units.

The course and grade requirements for entry to this option are the same as those required for entry to the regular Honours program (see above), as indicated in the chart. Students are required to complete the first and second year requirements of the program; and STAT 3470 and STAT 3480 before they begin their first employment term. Students should refer to the general faculty regulations for B.Sc. (Honours) Cooperative Option in Section 3.6.

**To continue** in the Honours Cooperative program a student must maintain a minimum **DGPA** of 3.00, successfully complete each work term and complete a minimum of 9 credit hours during each academic term. Students should note that the grade requirements for the Cooperative Option are the same as that for the regular Honours program (see above).

Students must check with the Co-op office for the April application deadline information. They will normally be notified of their provisional acceptance in the program by September. Acceptance into the

program is dependent upon the student receiving an employment placement. Employment term positions available to the students will be approved by the department, and the employers will select the students they wish to employ. Students are advised that satisfying the entrance requirements does not guarantee a place in the Cooperative Option if the demand for places exceeds the number of places available. The department reserves the right to select the best qualified applicants.

Students are required to register in and pay fees for each employment term prior to the commencement of each employment term. Students will be required to submit an employment report upon the completion of each employment term.

#### **Four Year Major Requirements**

~~Students will normally take STAT 2000 and STAT 2400 in Year 2 and enter the four year Major in Year 3.~~

**To enter** the Major Degree program in Statistics, a student must have completed at least 24 credit hours with a minimum **DGPA** of 2.00, and also obtained a minimum grade of “C+” in ~~STAT 2400~~ **STAT 2150**.

~~STAT 1000~~ **STAT 1150**, MATH 1220, MATH 1230, **MATH 1232** and MATH 1240 are all requirements of the Statistics Honours degree program and students are strongly encouraged to take these courses in Year 1.

To continue in the four year Major program a student must maintain a minimum **DGPA** of 2.00.

To graduate from the four year Major program a student must obtain a minimum **DGPA** of 2.00, and a minimum grade of “C” in each of the Major Program Specific courses (see below).

#### **Statistics Four Year Major Cooperative Option**

Students interested in alternating academic terms and terms of paid employment as part of their Major program in Statistics may enter the Cooperative Option in April of their second year in Statistics. This program provides students with a minimum of 12 months of paid employment by the time they graduate. It enables them to obtain work experience in research and industry with participating firms, government agencies and university units.

The course and grade requirements for entry to this option are the same as those required for entry to the regular Major program. Students are required to complete the first and second year requirements of the program; and STAT 3470 and STAT 3480 before they begin their first employment term. Students should refer to the general faculty regulations for B.Sc. (Major) Cooperative Option in Section 3.4.

**To continue** in the four year Major program a student must maintain a minimum **DGPA** of 2.00. Students should note that the grade requirements for the Cooperative Option are the same as that for the regular Major program (see above).

Students must check with the Co-op office for the April application deadline information. They will normally be notified of their provisional acceptance in the program by September. Acceptance into the program is dependent upon the student receiving an employment placement. Employment term positions available to the students will be approved by the department, and the employers will select the students they wish to employ. Students are advised that satisfying the entrance requirements does not guarantee a place in the Cooperative Option if the demand for places exceeds the number of places available. The department reserves the right to select the best qualified applicants.

Students are required to register in and pay fees for each employment term prior to the commencement of

each employment term. Students will be required to submit an employment report upon the completion of each employment term.

### **Major Program Specific Courses**

All courses specified in the program charts below (excluding the required optional courses and electives).

The department must approve a student's four year Major program each session. Students must obtain departmental approval for any and all revisions to their programs.

In order to improve their academic backgrounds as well as job opportunities, students should carefully elect the optional courses in this program. They should particularly consider **one of** the following sequences of courses in Economics ~~and~~ **or** Computer Science.

Economics: ECON 1010, ECON 1020, ECON 2010, ECON 2020, ECON 2030, ECON 3010, ECON 3020, ECON 3030, ECON 3040, ECON 4040, ECON 4042. (This list of courses is effective as of Fall 2015.)

Computer Science (Software and Artificial Intelligence): ~~COMP 1260, COMP 1270~~, **COMP 1500, COMP 1600**, COMP 1010, COMP 1020, COMP 2080, COMP 2130, COMP 2140, COMP 3380, COMP 3440, COMP 4200, COMP 4380.

Computer Science (Numerical Analysis and Graphics): ~~COMP 1260, COMP 1270~~, **COMP 1500, COMP 1600**, COMP 1010, COMP 1020, COMP 2080, COMP 2130, COMP 2140, COMP 2190, COMP 3140 or COMP 3490.

### **Three Year General**

As prescribed with all other faculty regulations in Section 3.2, students in this program must select 18 credit hours of 2000, 3000, or 4000 level courses from each of two Science areas. To satisfy the requirement in the area of Statistics, students must take a minimum of 18 credit hours of 2000, 3000 and (or) 4000 level Statistics courses. **STAT 2000 and STAT 2150 cannot be used towards this requirement.**

#### 4.13.2 Statistics Program Charts

4.13.2 Statistics			
YEAR 1	YEAR 2	YEAR 3	YEAR 4
<b>HONOURS (Including Co-operative Option) 120 CREDIT HOURS</b> (comprising courses listed in chart below, and electives)			
STAT 4000 1150 <sup>1</sup> MATH 1220 <sup>1</sup> , MATH 1230 <sup>1</sup> , MATH 1232 <sup>1</sup> , MATH 1240	STAT 2400 (B) MATH 2030, MATH 2080, MATH 2150	STAT 3050, STAT 3400 <sup>4</sup> , STAT 3470, STAT 3480, STAT 3800	STAT 4100, STAT 4200, STAT 4520, STAT 4530
<b>The following courses must be taken in Year 1 or Year 2:</b> COMP 1010, STAT 2000 2150 (B), 6 credit hours from the Faculty of Arts, which should include the required "W" course		15 credit hours chosen from: STAT 3170, STAT 3380, STAT 3490, STAT 4170, STAT 4580, STAT 4590, STAT 4600, STAT 4630, STAT 4690, STAT 4700 with at least 9 credit hours at the 4000 level.  6 credit hours chosen from: MATH 2140, MATH 2160, MATH 2180, MATH 3340, MATH 3440, MATH 3460, MATH 3470, MATH 3472  12 credit hours of approved elective courses - including courses to be chosen from an area of application outlined in note 2 below. <sup>2</sup>	
21 credit hours of elective courses - including courses to be chosen from an area of application outlined in note 2 below. <sup>2</sup>		<b>Co-op Requirements:</b> STAT 3980	<b>Co-op Requirements:</b> STAT 3990, STAT 4980, STAT 4990 (if a 4th work term selected)
30 Hours	30 Hours	30 Hours	30 Hours
<b>HONOURS DOUBLE MINIMUM 120 CREDIT HOURS</b> By arrangement with the departments concerned			

<b>FOUR YEAR MAJOR<sup>5</sup> (Including Co-operative Option) 120 CREDIT HOURS</b> (comprising courses listed in chart below, and electives)			
STAT 4000 1150 <sup>1</sup> MATH 1220 <sup>1</sup> , MATH 1230 <sup>1</sup> , MATH 1232 <sup>1</sup> , MATH 1240	STAT 2400 (C+) MATH 2030, MATH 2080, MATH 2150	STAT 3050, STAT 3400 <sup>4</sup> , STAT 3470, STAT 3480, STAT 3800	STAT 4100, STAT 4200, STAT 4520, STAT 4530
<b>The following courses must be taken in Year 1 or Year 2:</b> COMP 1010, STAT 2000 2150 (C+),  6 credit hours from the Faculty of Arts, which should include the required "W" course  21 credit hours of elective courses - including courses to be chosen from an		15 credit hours chosen from: STAT 3170, STAT 3380, STAT 3490, STAT 4170, STAT 4580, STAT 4590, STAT 4600, STAT 4630, STAT 4690, STAT 4700  6 credit hours chosen from: MATH 2140, MATH 2160, MATH 2180, MATH 3340, MATH 3440, MATH 3460, MATH 3470, MATH 3472  12 credit hours of elective courses - including courses required for the chosen area of application outlined in note 3 below. <sup>3</sup>	

area of application outlined in note 3 below. <sup>3</sup>		<b>Co-op Requirements:</b> STAT 3980	<b>Co-op Requirements:</b> STAT 3990, STAT 4980, STAT 4990 (if a 4th work term is selected)
30 Hours	30 Hours	30 Hours	30 Hours

**NOTES:**

<sup>1</sup> The following substitutes are allowed: MATH 1300 (B) in place of MATH 1220; MATH 1500 (B) or MATH 1510 (B) in place of MATH 1230; MATH 1700 (B) or MATH 1710 (B) in place of MATH 1232; MATH 1690 (C) in place of MATH 1230 and MATH 1232; **STAT 1000 (C) and STAT 2000 (B) in place of STAT 1150.**

<sup>2</sup> Of the electives chosen as part of the Honours Degree, 18 credit hours are to be selected from one department which represents a field of application such as: Actuarial Mathematics, Biological Sciences, Microbiology, Economics, Psychology or Sociology. (Mathematics and Computer Science are excluded from this list.) In consultation with the department, combinations of courses from a coherent area of studies may be selected.

<sup>3</sup> Of the electives chosen as part of the Major Degree, 15 credit hours must be selected from either, Computer Science and Mathematics, or from one of the following departments: Actuarial Mathematics, Biological Sciences, Microbiology, Economics, Psychology, or Sociology.

<sup>4</sup> STAT 3400 has a pre or co-requisites of MATH 2150. Therefore students who wish to take STAT 3400 should consider taking MATH 2150 in YEAR 2.

<sup>5</sup> IMPORTANT: The four year Major program need not be completed in the manner prescribed in the chart above. The chart indicates one possible arrangement of the required courses and is meant to be a guide around which students can plan their program.

~~(The number 6 in brackets indicates a six credit hour course)~~

**(Letters in brackets indicate minimum prerequisite standing for further study)**

<b>4.13.2 Statistics</b>	
<b>THREE YEAR GENERAL (90 CREDIT HOURS)</b>	
<del>STAT 1000</del> <b>STAT 1150<sup>6</sup></b> and <del>STAT 2000</del> <b>STAT 2150</b>	<b>STAT 2400, STAT 3400</b>  A minimum of 18 credit hours <b>12 additional credit hours</b> of 2000, 3000, and (or) 4000 level Statistics courses <sup>7</sup> (in addition to STAT 2000)
<b>MINOR: OPTION 1</b>	
STAT 1000	STAT 2000, STAT 3000  9 additional credit hours of 2000, 3000, or 4000 level Statistics courses
<b>MINOR: OPTION 2</b>	
STAT 1150	STAT 2150  <b>12 additional credit hours of 2000, 3000, or 4000 level Statistics courses</b>

<sup>6</sup> The following substitutes are allowed: STAT 1000 (C) and STAT 2000 (B) in place of STAT 1150.

<sup>7</sup> STAT 2000 and STAT 2150 cannot be counted towards this requirement.

Modifications to the following program, including changes to the program notes, are outlined on the next two pages:

- **Bachelor of Science (Honours) in Statistics and Actuarial Mathematics**

**STATISTICS PROGRAMS MODIFICATIONS  
EFFECTIVE FALL TERM 2017**

**PROPOSED CHANGES TO STATISTICS – ACTUARIAL MATHEMATICS JOINT HONOURS PROGRAM**

4.13.3 Statistics - Actuarial Mathematics Joint Honours Program 4.13.3 Statistics - Actuarial Mathematics Joint Honours Program

The Department of Statistics and the Warren Centre for Actuarial Studies and Research offer a joint Honours program for students wishing in depth study in Statistics and Actuarial Mathematics.

**Entry Requirements:**

**To enter** the Joint Honours program, students must have completed 24 credit hours with a minimum DGPA of 3.00. Students must also obtain a minimum grade of “B” in STAT ~~2000~~ **2150**. All of the courses listed in Year 1 of the program chart are program requirements and students are strongly urged to take them in the first year.

**To continue** in the Joint Honours Statistics - Actuarial Mathematics program, students must maintain a minimum DGPA of 3.00, and complete a minimum of 9 credit hours during each Fall and Winter Term.

**To graduate** with the B. Sc. Honours degree, a student must achieve a minimum DGPA of 3.00 and a minimum grade of "C+" on all required Actuarial Mathematics (ACT) courses and a grade of "C" on all remaining courses that contribute to the 120 credit hours of the degree.

The following courses with a "B" or better may be used for the Society of Actuaries (SoA) VEE credits: ECON 1010, ECON 1020, FIN 2200, STAT 3470 and STAT 3490. Contact the Warren Centre for Actuarial Studies and Research for further information.

Recommended Electives:

FIN 3410, FIN 4240, COMP 1010, STAT 4630

YEAR 1	YEAR 2	YEAR 3	YEAR 4
<b>JOINT HONOURS 120 CREDIT HOURS</b>			
STAT <del>1000</del> <b>1150</b> <sup>1</sup> , STAT <del>2000</del> <b>(B)-2150 (B)</b>	STAT 2400, STAT 3400	STAT 3050, STAT 3470 <sup>3</sup> , STAT 3480, STAT 3490 <sup>3,4</sup> , STAT 3800	STAT 4100, STAT 4200, STAT 4520, STAT 4530
ECON 1010 <sup>3</sup> , ECON 1020 <sup>3</sup>	ACT 2020, ACT 2120, ACT 2210		

MATH 1220 <sup>1</sup> , MATH 1230 <sup>1</sup> , MATH 1232 <sup>1</sup> , MATH 1240 3 credit hour "W" course	ACC 1100 <sup>2</sup> , FIN 2200 <sup>2,3</sup>  MATH 2720	ACT 3340, ACT 3630 (or both ACT 3130 and ACT 3230)	ACT 4060, ACT 4160, ACT 4630 <sup>4</sup>  MSCI 2150
3 credit hours of electives	6 credit hours of approved electives	6 credit hours of approved electives	3 credit hours of approved electives
30 Hours	30 Hours	30 Hours	30 Hours
<b>NOTES:</b>			
<p><sup>1</sup> The following substitutions are allowed: MATH 1300 (C) or MATH 1310 (C) in place of MATH 1220 (C), MATH 1500 (B) or MATH 1510 (B) in place of MATH 1230 (C), MATH 1700 (B) or MATH 1710 (B) in place of MATH 1232, <b>STAT 1000 (C) and STAT 2000 (B) in place of STAT 1150.</b></p> <p><sup>2</sup> Students are strongly urged to complete ACC 1100 in Year 1 when possible. FIN 2200 may be taken in Year 2, 3 or 4; however, it is strongly recommended that it be completed in Year 2. Note that ACC 1100 is a prerequisite for FIN 2200.</p> <p><sup>3</sup> These courses may be used for SoA VEE credits if a grade of B or better is achieved. Contact the Warren Centre for Actuarial Studies and Research for further information.</p> <p><sup>4</sup> STAT 3490 and ACT 4630 may be taken in Year 3 or 4.</p> <p>(Letters in brackets indicate minimum prerequisite standing for further study. )</p>			

Modifications to the following program, including changes to the program notes, are outlined on the next two pages:

- **Bachelor of Science (Honours) in Computer Science and Statistics**

**STATISTICS PROGRAMS MODIFICATIONS  
EFFECTIVE FALL TERM 2017**

**PROPOSED CHANGES TO COMPUTER SCIENCE - STATISTICS JOINT HONOURS PROGRAM**

4.6.5 Computer Science – Statistics Joint Honours Program

The departments of Computer Science and Statistics offer a joint Honours program for in-depth study in both Computer Science and Statistics.

~~Students will normally take STAT 2400 in Year 2 and enter Honours in Year 3.~~

**To enter** the Joint Honours Computer Science-Statistics Program, the student must have a “B” or better in COMP 1020 and in STAT 2400 ~~2150~~ and a DGPA of 3.00. Note that MATH 1220<sup>1</sup>, MATH 1230<sup>1</sup> and MATH 1232<sup>1</sup> and MATH 1240 are not required to enter the program, however, it is recommended that they be completed in Year 1 as they are prerequisites to Year 2 courses.

**To continue** in the Joint Honours Computer Science - Statistics Program, students must maintain a DGPA of 3.00.

**To graduate** with the Honours degree a student must present a minimum grade of “C” in each course that contributes to the degree. In addition, the student must achieve a minimum DGPA of 3.00.

Both departments must approve a student’s Honours program each session. Students must also obtain approval from both departments for any and all revisions to the program.

<b>4.6.5 Computer Science – Statistics Joint Honours Program</b>			
YEAR 1	YEAR 2	YEAR 3	YEAR 4
<b>JOINT HONOURS</b> 120 credit hours (comprising courses listed in chart below, and electives)			
COMP 1010, COMP 1020 (B)	COMP 2080 <sup>2</sup> , COMP 2140, COMP 2150, COMP 2160, COMP 2190	COMP 3170, COMP 3380	STAT 4100, STAT 4520, STAT 4530
STAT <del>4000</del> 1150 <sup>1</sup> , STAT <del>2000</del> 2150 (B)	STAT 2400 (B)	STAT 3050, STAT 3400, STAT 3470, STAT 3480, STAT 3800	21 credit hours of electives including 6 credit hours from 4 <sup>th</sup> year COMP <sup>3</sup> , 3 credit hours from 3 <sup>rd</sup> year COMP and 6 credit hours from 4 <sup>th</sup> year STAT courses
MATH 1220 <sup>1</sup> , MATH 1230 <sup>1</sup> , MATH 1232 <sup>1</sup> , MATH 1240	MATH 2080, MATH 2150	9 credit hours of electives <sup>4</sup> including 3 credit hours from 3 <sup>rd</sup> year COMP.	
Plus 6 credit hours from the Faculty of Arts, which could include the required 3 credit hour “W” course.	6 credit hours of electives.		
30 Hours	30 Hours	30 Hours	30 Hours
<b>JOINT HONOURS COOPERATIVE OPTION<sup>3</sup></b> 120 CREDIT HOURS (comprising courses listed in chart below, and electives)			
COMP 1010, COMP 1020(B)	COMP 2080 <sup>2</sup> , COMP 2140, COMP 2150, COMP 2160, COMP 2190,	COMP 3170, COMP 3380	STAT 4100, STAT 4520, STAT 4530
STAT <del>4000</del> 1150 <sup>1</sup> , STAT <del>2000</del> 2150 (B)		STAT 3050, STAT 3400, STAT 3470, STAT 3480,	

MATH 1220 <sup>1</sup> , MATH 1230 <sup>1</sup> , MATH 1232 <sup>1</sup> , MATH 1240  Plus 6 credit hours from the Faculty of Arts, which could include the required 3 credit hour "W" course.	STAT 2400 (B),  MATH 2080, MATH 2150  6 credit hours of electives.	STAT 3800  9 credit hours of electives <sup>4</sup> including 3 credit hours from 3 <sup>rd</sup> year COMP	21 credit hours of electives including 6 credit hours from 4th year COMP <sup>3</sup> , 3 credit hours from 3rd year COMP and 6 credit hours from 4th year STAT courses.
	COMP 2980 <sup>5</sup>	COMP 3980 <sup>5</sup>	COMP 4980 <sup>5</sup>
30 Hours	30 Hours	30 Hours	30 Hours

**NOTES:**

<sup>1</sup> MATH 1510 (B) or MATH 1500 (B) may be taken in place of MATH 1230; MATH 1300 (B) may be taken in place of MATH 1220; MATH 1710 (B) or MATH 1700 (B) may be taken in place of MATH 1232; **STAT 1000 (C) and STAT 2000 (B) may be taken in place of STAT 1150.**

<sup>2</sup> COMP 2130 is waived as a prerequisite for students in this program.

<sup>3</sup> COMP 4710 and COMP 4380 are suggested if offered.

<sup>4</sup> The following courses are suggested: COMP 3350, COMP 3020, COMP 3490, STAT 3490, STAT 4630, STAT 4690.

<sup>5</sup> The work terms COMP 2980, COMP 3980 and COMP 4980 will be completed in the summers following Year 2, Year 3 and Year 4, respectively and must be completed by the last academic term.

Modifications to the following program, including changes to the program notes, are outlined on the next page:

- **Bachelor of Science (Honours) in Statistics and Mathematics**

**STATISTICS PROGRAM MODIFICATIONS  
EFFECTIVE FALL TERM 2017**

**PROPOSED CHANGES TO STATISTICS-MATHEMATICS JOINT HONOURS PROGRAM**

**4.13.4 Statistics - Mathematics Joint Honours Program**

The departments of Statistics and Mathematics offer a joint Honours program for students wishing in depth study in Statistics and Mathematics.

**To enter** the Honours program students must have satisfied the Faculty of Science requirements for entry to the program, and have obtained a minimum grade of "B" in STAT 4000 2150, either MATH 1232 or MATH 1690 (or a minimum grade of "A" in MATH 1700).

To continue in the Honours program students must maintain a minimum DGPA of 3.00.

**To graduate** with the B. Sc. Honours degree, a student must achieve a minimum DGPA of 3.00 and a minimum grade of "C" on all courses that contribute to the 120 credit hours of the degree.

YEAR 1	YEAR 2	YEAR 3	YEAR 4
<b>JOINT HONOURS 120 CREDIT HOURS</b> (comprising courses listed in chart below, and electives)			
MATH 1220 <sup>1</sup> , MATH 1230 <sup>1</sup> , MATH 1232 <sup>1</sup> (B), MATH 1240	STAT 2000 <sup>2</sup> , STAT 2400  MATH 2020, MATH 2080, MATH 2090, MATH 2150, MATH 2160, MATH 2180	STAT 3050, STAT 3470, STAT 3480, STAT 3400, STAT 3800	STAT 4100, STAT 4520, STAT 4530
The following courses must be taken in Year 1 or Year 2:  STAT 4000 (B) 1150 <sup>1</sup> , STAT 2150 (B), COMP 1010  6 credit hours from the Faculty of Arts, which should include the required "W" course  12 credit hours of approved electives		MATH 2030, MATH 3320, MATH 3322, MATH 3340, MATH 3470, MATH 3472, MATH 3440, MATH 3460  3 credit hours from MATH 2070, MATH 2170 and any 3000/4000 level Mathematics courses 3 credit hours from any 4000 level Mathematics courses 6 credit hours of approved electives	
30 Hours	30 Hours	30 Hours	30 Hours

**NOTES:**

<sup>1</sup> Students are strongly advised to take MATH 1220, MATH 1230, MATH 1232, **STAT 1150**. The following substitutions are allowed (but not advised), provided the grades indicated in brackets are achieved: MATH 1300 (A) in place of MATH 1220, MATH 1500 (A) or MATH 1510 (A) in place of MATH 1230, MATH 1700 (A) in place of MATH 1232, MATH 1690 (B) in place of MATH 1230 and MATH 1232, **STAT 1000 (C) and STAT 2000 (B) in place of STAT 1150**.

<sup>2</sup> ~~STAT 2000 may be taken in Year 1.~~

(Letters in brackets indicate minimum prerequisite standing for further study. ~~The number 6 in brackets indicates a 6 credit hour course.~~)

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### Preamble:

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on June 24, 2016 to consider a proposal for a new Master of Human Rights program.

### Observations:

A new Master of Human Rights program is being proposed. The proposal includes four (4) course introductions. Please see attached for complete details.

Canada's only Master of Human Rights degree program will equip graduates to help address the increasingly complex human rights challenges of the 21st century. It will be broadly interdisciplinary and take advantage of expertise in the University of Manitoba's professional schools, including Law, Education and Social Work. The MHR program will prepare students to integrate human rights perspectives into their careers in the private and/or public sectors by developing research, advocacy and negotiation skills, as well as professional competencies. The program will emphasize critical engagement with the conception, practice and institutionalization of human rights while preparing students to make ethical, competent, innovative and effective contributions to human rights work locally, nationally and globally.

The MHR pulls together existing human rights courses from numerous University of Manitoba faculties to form a coherent program, with the addition of new core courses, a practicum, a major research project and a thesis option.

- **Credential to be granted:** Master of Human Rights
- **Length of program:** Practicum stream-16 months; Thesis stream-24 months
- **Proposed program start date:** 09 / 2019
- **Funding request:** \$57,730 per year.
- **Anticipated external funding for program implementation/delivery:** Total \$8.6 million. The MHR program is seeking support from major donors through the U of M philanthropy department, which has made this program a priority in the university's ongoing capital campaign:
  - \$620,000 renovations to create a dedicated space for MHR students and faculty members in St. Paul's college
  - \$5-million endowed chair to recruit and support a top human rights researcher/teacher (the assistant professor described below).
  - \$3-million endowment fund for MHR student fellowships and bursaries (\$1.5 million from donors to be matched by the Manitoba Scholarship and Bursaries initiative)

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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- Raised to date: \$1 million for bursary fund (2 X \$250,000 from donors + matching \$500,000 from government). Left to raise: \$7.6 million: \$6.6 million from donors (\$5 million chair, \$1 million more fellowships/bursaries, \$620,000 renovations), another \$1 million government matching funds for fellowships/bursaries
- **Resource implications (institution):**
  - Budget: approximately \$93,000 in startup funds will be requested from a special U of M operating budget allocation for strategic priorities (“inspiring minds” and “forging connections”), as part of 2018-19 budget submissions due in fall 2017.
  - Space: Renovations are required to the south wing of the St. Paul’s College second floor (see Appendix E) to convert classrooms into study carrel and lounge space, to be shared with PACS grad students.
  - Computer:
    - Students will have access to the St. Paul’s College computer lab.
    - New desktop computers and phones will be required for the co-ordinator, office assistant, new assistant professor and MHR program director.
    - A new printer/fax/scanner will be required for the program.
    - A separate printer will be required in the staff office for confidential materials.
  - IT: The new program should have no significant effect on information services and technology facilities.
  - Libraries: The U of M library system can support this new program with a combination of existing resources and minimal (\$400) expenditure from existing acquisition funds. (See attached resource implication statement.)
  - Student services: The Registrar foresees no problems supporting this program with respect to registration, fee assessment and academic evaluation.
- **Resource implications (staffing):**
  - **Reallocation of existing faculty:** An existing University of Manitoba faculty member will be appointed as founding MHR graduate program director. Dr. Adam Muller has expressed interest in this role. The MHR graduate program director, the chair of a new Coordinating Committee for Graduate Social Justice Programs and professors teaching core MHR courses will receive teaching release from the MHR budget, with the related funds redirected to their home departments. The theory and methods courses will be taught by a rotating roster of interested professors from the partner faculties, including the MHR graduate program director and a new assistant professor. Dr. Annette Desmarais (Canada Research Chair in Human Rights, Social Justice and Food Sovereignty) and Dr. Adam Muller have already expressed interest in teaching theory and leading professional seminars. Canadian Museum for Human Rights curator Armando Perla is currently teaching LAW 3018, which will become the third core course. Faculty members in a number of disciplines are eager to take on additional graduate students beyond those they are able to recruit through their departments. More than 50 faculty members have agreed to serve as advisors for student research. In most cases, they will do so without receiving additional teaching release.
  - **Hiring of new faculty:** A new tenure-track **assistant professor** will be hired as a named chair and appointed to whichever academic department is most closely aligned with her/his area of expertise. A letter of agreement will outline the chair’s

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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relationship with the department, including that its tenure and promotion procedures will apply. Candidates for the new position will require expertise in human rights research methods and international, regional and domestic human rights systems. This chair will teach a core credit course (initially methods), oversee the practicum and explore development of further courses, including online options.

- **Administrative services:** A new full-time co-ordinator (Admin. Assistant 2 in the AESES contract) will be hired to support the MHR program, including liaison with practicum hosts, trouble-shooting fieldwork logistics, and organizing professional seminars and the annual research day. This position might be best suited to a dynamic individual with a background in human rights work. A half-time office assistant (Office Assistant 3) will assist with tasks such as expense reporting, payroll, student awards and travel booking. These staff members will also support the Social Justice chair and will work closely with existing office assistants in PACS and Disability Studies.
  - **Resource implications (capital infrastructure and equipment):** We anticipate that the main renovations required to accommodate MHR faculty members and students in St. Paul's College will be covered by donors. However, this new graduate program also makes the need for an elevator in St. Paul's College more urgent, as this upper-floor space and many other areas of the college are not currently physically accessible. The college rector has recently reminded the U of M associate vice-president in charge of facilities about this issue.
- **Proposed tuition fees:** \$5,272 (Canadian students) and \$10,720 (international students) Students taking a language course that involves a lab will pay an extra \$30 fee per term.
  - **Governance:** The MHR program will be a partnership between five faculties (Arts, Law, Education, Social Work, Graduate Studies) and three centres (Centre for Human Rights Research, Mauro Centre for Peace and Justice and National Centre for Truth and Reconciliation) at the University of Manitoba, with support from other faculties.
  - **Location:** The new program will be physically located in St. Paul's College in order to take advantage of synergies with the Peace and Conflict Studies (PACS) programs. Note that St. Paul's College plans to build a new student residence that will include single rooms for graduate students.
  - **Admission criteria:** In addition to the Faculty of Graduate Studies minimum requirements, additional requirements for the MHR are as follows:
    - A four-year bachelor's degree with at least a B average (3.0 GPA) in the last 60 credit hours of study, to be completed before admission. Note that students with a higher GPA may have a greater chance of acceptance in the competitive process.
    - English Language Proficiency :
      - TOEFL - Achieve a minimum iBT (internet based test) score of 100; or a minimum score of 250 computer based test
      - CanTEST - Achieve a minimum band of 5.0 in all four (4) skill areas
      - IELTS - Achieve a minimum score of 7.0 on the Academic Module
      - CAEL - Achieve a minimum 80 overall and 80 on each subtest
    - At least one undergraduate-level course in human rights or equivalent field experience is preferred.
    - Two letters of reference.

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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- Statement of interest (maximum two pages) that includes reasons for seeking admission, an outline of the applicant's relevant background, a tentative indication of whether the student is likely to pursue a thesis or practicum, and a potential thesis topic, if applicable.
- **Program requirements:** In addition to the Faculty of Graduate Studies minimum program requirements, students in the MHR are required to complete the following additional requirements:
  - Students will complete 18 course credits and one of the following:
    - a practicum and a major research project or
    - a thesis.
  - The credit courses will consist of three required graduate courses and at least three additional graduate level (7000), law or post-baccalaureate (5000-level) courses from an approved list.
  - Required courses:
    - HMRT 7100/SOC 7160: Theory and Practice of Human Rights (3 credit hours). Students who have already completed SOC 7160 prior to enrolling in the MHR program will be required, in consultation with the MHR program committee, to take an additional graduate-level course to achieve the 18 required credits.
    - HMRT 7200: Selected Topics in Human Rights Research and Methods (3 credit hours)
    - HMRT 7300/LAW 3018: Human Rights Law (3 credit hours). Students are not required to take this course if they have already completed a human rights law course as part of their JD or LLB. In that case, they will be required, in consultation with the MHR program committee, to take an additional graduate-level course to achieve the 18 required credits.
    - Professional seminars (non-credit)
    - Major research project stream:
      - GRAD 7030: Master's Practicum (pass/fail)
      - HMRT 7400: Major Research Project in Human Rights (pass/fail)
    - Thesis stream:
      - GRAD 7000: Master's Thesis
  - MHR students whose original language is English are required to demonstrate working knowledge of a second language by the time of graduation. Note that American Sign Language is among the languages recognized by the program. To satisfy the language requirement, students must either:
    - provide evidence of competence in a second language, such as a high school graduation certificate or transcript in that language, description of work experience in the second language or transcript of advanced education in the second language; or
    - pass a language competency test approved by the MHR program; or
    - complete a program-approved language course and obtain a grade of B or better. This course will be taken in addition to the 18 required course credits. Students who hope to work internationally should consider selecting one of the official languages of the United Nations (Arabic, Chinese, French, Russian and Spanish) or another world language such as German.
- **Intake Information:** Projected enrolment for the first intake is (8). The maximum seat capacity is (15). Anticipated maturity date: September 2021.
  - Year 1: enrolments (8)
  - Year 2: enrolments (15) / Graduate (8)

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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- Year 3: enrolments (15) / Graduates (15)
- Year 4: enrolments (15) / Graduates (15)
- Year 5: enrolments (15) / Graduates (15)
- **UM Graduate Program Approvals:**
  - September 9, 2015: Faculty of Graduate Studies Academic Programs Committee (APC) approved the proposal to proceed to external review.
  - February 1-2, 2016: Site visit for external review.
  - April 6, 2016: Faculty of Graduate Studies APC approved the full program proposal.
  - May 18, 2016: Faculty of Graduate Studies approved the full program proposal.
  - June 24, 2016: Faculty of Graduate Studies Faculty Council approved the program proposal

### Course Introductions

#### **HMRT 7100 Theory and Practice of Human Rights: Critical Perspectives**

**+3**

This course critically analyzes, from an interdisciplinary perspective, the theory and practice of human rights as a framework for social justice. The course examines historical and current human rights struggles to better understand the potential, politics, challenges and limitations of the international human rights framework. Students may not hold credit for both SOC 7160 and HMRT 7100.

#### **HMRT 7200 Selected Topics in Human Rights Research and Methods**

**+3**

This seminar course will explore multidisciplinary approaches to qualitative, quantitative, legal, and/or community-based research methods, as applicable to academic human rights research and projects overseen by governmental and nongovernmental organizations. Particular attention will be paid to the intricacies of ethically, politically and culturally sensitive research.

#### **HMRT 7300 Human Rights Law**

**+3**

Critical and constructive study, at an advanced level, of a significant major subject or set of topics in Human Rights Law. Restrictions: Must be enrolled in one of the following programs: Faculty of Law, Master of Human Rights. This course is cross-listed with LAW 3018. Students may not hold credit for both LAW 3018 and HMRT 7300.

#### **HMRT 7400 Major Research Project in Human Rights**

**+3**

The Major Research Project is primary research on a human rights topic that leads to an original 7,500 to 10,000 word paper that could be submitted for publication. The student will also present the research results at a student symposium.

### **NET CREDIT HOUR CHANGE**

**+12**

**Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes**

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**Recommendations**

**THAT Senate approve the Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes [dated June 24, 2016] regarding the establishment of a Master of Human Rights.**

Respectfully submitted,

Acting Dean, Dr. Todd A. Mondor, Chair  
Graduate Studies Faculty Council

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Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

## Report of the Senate Planning and Priorities Committee on a Proposal to Establish a Master of Human Rights

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### **Preamble:**

1. The terms of reference of the Senate Planning and Priorities Committee (SPPC) are found on the website at [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/508.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/508.html) wherein SPPC is charged with making recommendations to Senate regarding proposed academic programs and is further charged with making recommendations to the President and reporting to Senate on matters requiring prioritization including the prioritization of new or modified programs with significant resource requirements.
2. The SPPC considered a proposal to establish a Master of Human Rights program, at its meetings on September 26, 2016 and January 30, 2017.
3. The Faculty Council of Graduate Studies has endorsed, and recommends that Senate approve a proposal to establish a Master of Human Rights.
4. The proponents of the program proposal did revise the proposal at the request of the SPPC. Of note, the proponents identified space to house the program in the Tier Building rather than St. Paul's College, as reflected in the original proposal and, therefore, in the Report of the Faculty Council of Graduate Studies. This revision also required changes to the budget related to resources that would be required for renovations.

### **Observations:**

1. The proposed Master of Human Rights (M.H.R.) would be an interdisciplinary program that would draw on expertise from across the University (including in the Faculties of Arts, Education, Graduate Studies, Law, and Social Work, the Centre for Human Rights Research, the Mauro Centre for Peace and Justice, and the National Centre for Truth and Reconciliation) to deliver a program that would prepare graduates, "... to integrate human rights perspectives into careers in the private and/or public sectors by developing research, advocacy, and negotiation skills, as well as professional competencies."
2. The proposed program would address a need for individuals, including citizens, government and non-government workers, and business leaders, who understand Indigenous, newcomer, disability, linguistic, religious, and gender rights and cultures, given changing demographics in Canada. The program would prepare graduates to work in diverse careers, including with (i) civil society organizations; (ii) governmental and international or regional departments and organizations concerned with human rights, justice, immigration and refugees, social services, health, etc.; (iii) Canadian human rights commissions, labour boards, and ombudspersons; (iv) educational institutions that will design and implement education concerning human rights; and (v) corporations and arts organizations that take human rights into account in their operations.
3. The proposed program would be the only Master of Human Rights program in Canada. It is anticipated that there would be demand for the program from: (i) recent graduates of related undergraduate programs offered at the University of Manitoba and other universities in the

province, including in the areas of disability studies, human rights, international development, and peace and conflict studies; (ii) individuals who are working in, or seeking to work in, human rights-related areas and/or decolonization efforts either nationally or internationally; and (iii) individuals wanting to enhance previous education or training in other diverse areas, including public administration, health, law enforcement, disability issues, journalism, the military, and education.

4. Enrolment would be limited to a maximum of fifteen (15) students each year. The committee was convinced that there would be sufficient demand to fill these spaces each year based on information that the number of applicants to the Master of Arts in Peace and Conflict Studies exceeds the number of spaces each year. The University has also received inquiries about the program from potential applicants, from across the country and abroad, who were aware of plans for the program from media reports.
5. In addition to the minimum requirements of the Faculty of Graduate Studies, admission requirements would include a four-year Bachelor's degree, with a minimum Grade Point Average of 3.0 on the last 60 credit hours of study, English language proficiency at the same level required for admission to the Master of Laws program, and, preferably, at least one undergraduate course in human rights or equivalent field experience.
6. Students would be required to complete 18 credit hours of course work and either (i) a practicum and a major research project or (ii) a thesis. Course work requirements would include three core courses (HMRT 7100 – Theory and Practice in Human Rights, HMRT 7200 – Selected Topics in Human Rights, HMRT 7300 – Human Rights Law) and a minimum of three additional courses from a list of approved electives, including graduate (7000- level) and post-baccalaureate (5000-level) courses, and undergraduate Law courses. Students whose first language is English would also be required to demonstrate working knowledge of a second language in order to graduate, as described in section B-1 of the proposal.
7. The practicum/major research project stream would be a 16-month program and the thesis stream would be a 16- to 24-month program.
8. Establishment of the program would require the introduction of four courses totalling 12 credit hours, as described in the proposal. Otherwise, the proposed program would make use of existing courses from programs across the University, as outlined in Appendix A of the proposal.
9. The total cost of delivering the program would be \$117,566, in Year 4. Resources would be derived from the following sources:
  - a request to the province for \$126,617 in Year 1 and ongoing program funding of \$117,566 thereafter;
  - 100 percent of tuition fees, which would generate \$79,932 annually, assuming an annual intake of 15 students;
  - annual income (\$212,180) from a \$5 million endowment fund for a research chair, to be established with a gift from a private donor(s);
  - annual income (\$127,308) from a \$3 million endowment fund for graduate fellowships and bursaries, to be established with a gift from private donors and potentially matching funds from the Manitoba Scholarship and Bursary Initiative.
10. Revenues identified above would be allocated to (i) salary and benefits for 1.0 FTE faculty position (endowed chair) (\$136,124), 1.0 FTE Program Coordinator (\$84,277), and a 0.5 FTE Office Assistant (\$30,090); (ii) cover a total of 15 teaching-release credits for the graduate program director, the Chair of a Co-ordinating Committee for Graduate Social Justice Programs, and faculty teaching core courses in the program; (iii) fellowships and bursaries (\$127,308); (iv) operating costs (\$32,393); and (v) central overhead costs (\$89,498).

11. It is anticipated that the M.H.R. program office would be located in the Tier Building, including office space for two academic and two support staff members and study carrels for graduate students. Funds (\$402,900) would be required to renovate these spaces.
12. The University Library has indicated that it could support the proposed program with the purchase of fourteen monographs to address deficiencies in the current book collection. The cost (\$400) could be covered using existing resources.
13. The SPPC noted that it would not be possible to implement the Master of Human Rights before sufficient funds had been raised to support an endowed Chair. Proponents of the program indicated that Donor Relations is confident that these funds can be raised through the current Front and Centre capital campaign. It was noted that \$500,000 had already been contributed toward the endowment that would be used to offer fellowships and bursaries to students in the program.
14. On the basis of the SPPC's criteria for assigning priority to new programs / initiatives,<sup>1</sup> the Committee recommends that a high priority level be assigned to the proposal for a Master of Human Rights, as the proposed program: is consistent with the existing institutional strategic planning framework.

### **Recommendation**

The Senate Planning and Priorities Committee recommends:

**THAT Senate approve and recommend to the Board of Governors that it approve the proposal to establish a Master of Human Rights. The Senate Committee on Planning and Priorities recommends that the Vice-President (Academic) and Provost not implement the program until satisfied that there would be sufficient space and sufficient funding to support the ongoing operation of the program.**

Respectfully submitted,

Ada Ducas, Chair  
Senate Planning and Priorities Committee

<sup>1</sup> [http://umanitoba.ca/admin/governance/media/SPPC\\_Assigning\\_Priorities\\_to\\_New\\_Programs-Initiatives.pdf](http://umanitoba.ca/admin/governance/media/SPPC_Assigning_Priorities_to_New_Programs-Initiatives.pdf)

## Application

### NEW PROGRAM OF STUDY

Under *The Advanced Education Administration Act*

Universities and colleges requesting approval for a **new** program of study from Education and Advanced Learning must apply using this application form. This form reflects the requirements set out in the Programs of Study Regulation (MR 134/2015) under *The Advanced Education Administration Act*.

#### UM INTERNAL REQUIREMENTS:

1. Following unit approval, please submit the complete proposal electronically (.docx) both to the Office of the Provost & Vice-President (Academic) and, for:
  - Undergraduate Programs:* Office of the University Secretary (for Senate submission deadlines visit <http://umanitoba.ca/admin/governance/meetings/index.html>).
  - Graduate Programs:* Faculty of Graduate Studies (for timelines visit [http://umanitoba.ca/faculties/graduate\\_studies/admin/program\\_approval\\_timeline.html](http://umanitoba.ca/faculties/graduate_studies/admin/program_approval_timeline.html)).
2. Along with the information requested below, please **append** details on the following:
  - a) ALD Financial Support Form [*available through the Office of the Provost & Vice-President(Academic)*]
  - b) Admission and/or transfer criteria for the proposed program.
  - c) Course details for required coursework, including title, course number, credit hours and calendar description. Highlight any proposed new courses and attach:
    - Undergraduate Programs:* for SCCC Program and Course Change forms, as applicable, visit <http://umanitoba.ca/admin/governance/forms/index.html>
    - Graduate Programs:* for course change forms visit [http://umanitoba.ca/faculties/graduate\\_studies/admin/course\\_changes.html](http://umanitoba.ca/faculties/graduate_studies/admin/course_changes.html)
  - d) Any new academic regulations for the program that are not currently addressed in existing faculty/college/school requirements.
  - e) Letters of support from internal units that may be impacted by the proposed new program and any external letters of support as outlined below.
  - f) Library statement of support.
3. Please direct questions to Cassandra Davidson, Program Analyst at [Cassandra.Davidson@umanitoba.ca](mailto:Cassandra.Davidson@umanitoba.ca) in the Office of the Provost and Vice-President (Academic).

Institution: **UNIVERSITY OF MANITOBA**

Applicable faculties/department with responsibility for the program: Graduate Studies

If program is a joint program, list all participating institutions and the roles of each in delivering the proposed program:  
N/A

Program name: Master of Human Rights

Credential awarded: MHR

*Office Use Only*

Funding request: \$117,566 per year after startup (\$126,617 Year 1)

One-time funding: \_\_\_\_\_

On-going funding: \_\_\_\_\_

Proposed start date: 2020-09-03

List any critical issues that may impact the start date of the program: Sufficient time following government approval to recruit students. Note that the focus in the first year will be on Canadian students, since foreign students will require longer to complete paperwork for visas, medical insurance, travel etc.

**UM INTERNAL REQUIREMENT:** Contact Dr. Adam Muller, [adam.muller@umanitoba.ca](mailto:adam.muller@umanitoba.ca), 204-474-6416

**B-1 Provide a general description of the program and its objectives:** *(Include intended purpose, curriculum design, and highlight distinctive attributes)*

Canada's only Master of Human Rights degree program will equip graduates to help address the increasingly complex human rights challenges of the 21<sup>st</sup> century. It will be broadly interdisciplinary and take advantage of expertise in the University of Manitoba's professional schools, including Law, Education and Social Work. The MHR program will prepare students to integrate human rights perspectives into their careers in the private and/or public sectors by developing research, advocacy and negotiation skills, as well as professional competencies. The program will emphasize critical engagement with the conception, practice and institutionalization of human rights while preparing students to make ethical, competent, innovative and effective contributions to human rights work locally, nationally and globally.

The MHR pulls together existing human rights courses from numerous University of Manitoba faculties to form a coherent program, with the addition of new core courses, a practicum, a major research project and a thesis option.

### **Program Requirements**

Minimum requirements of the Faculty of Graduate Studies are found in the Graduate Studies Master's Regulations section of the University of Manitoba calendar. The MHR has the following additional requirements:

- Students will complete 18 course credits and one of the following:
  - a practicum and a major research project or
  - a thesis.
- The credit courses will consist of three required graduate courses and at least three additional graduate-level (7000), law or post-baccalaureate (5000-level) courses from an approved list (see Appendix A).
- MHR students whose original language is English are required to demonstrate working knowledge of a second language by the time of graduation. Note that American Sign Language is among the languages recognized by the program. To satisfy the language requirement, students must either:
  - provide evidence of competence in a second language, such as a high school graduation certificate or transcript in that language, description of work experience in the second language or transcript of advanced education in the second language; or
  - pass a language competency test approved by the MHR program; or
  - complete a program-approved language course and obtain a grade of B or better. This course will be taken in addition to the 18 required course credits. Students who hope to work internationally should consider selecting one of the official languages of the United Nations (Arabic, Chinese, French, Russian and Spanish) or another world language such as German.

### **Governance**

The MHR program will be a partnership between five faculties (Arts, Law, Education, Social Work, Graduate Studies) and three centres (Centre for Human Rights Research, Mauro Centre for Peace and Justice and National Centre for Truth and Reconciliation) at the University of Manitoba, with support from other faculties. (See first page of the attached Supplemental Regulations for governance details.)

### **Location**

The new program will be physically located on the Fort Garry campus near the offices and classrooms of partner faculties Arts, Law and Social Work. The Campus Planning office is confident about finding wheelchair-accessible space that can be renovated at reasonable cost to accommodate two faculty members (the MHR director and a new hire), two administrative staff and graduate student study carrels, with a wheelchair-accessible washroom in the same building. One space under consideration is on the third floor of the Tier Building. Once the MHR program is approved and the timeline is confirmed, Campus Planning will revisit the space and determine if an even more suitable location is available at that time.

## Admission

Admission requirements include those of the Faculty of Graduate Studies found in the Graduate Studies Master's Regulations section of the University of Manitoba calendar. Additional requirements specific to this program are:

- A four-year bachelor's degree with at least a B average (3.0 GPA) in the last 60 credit hours of study, to be completed before admission. Note that, due to the competitive nature of the admissions process, students with a higher GPA may have a greater chance of acceptance.
- English Language Proficiency at the same level as the Faculty of Law requires from LLM applicants. This is a higher standard than the Faculty of Graduate Studies minimum.
- At least one undergraduate-level course in human rights or equivalent field experience is preferred.
- Two letters of reference.
- Statement of interest (maximum two pages) that includes reasons for seeking admission, an outline of the applicant's relevant background, a tentative indication of whether the student is likely to pursue a thesis or practicum, and a potential thesis topic, if applicable.

### **B-2 Length of Program: (Define the length of the proposed program using measures appropriate to the schedule and delivery format. This will include total *course credits and weeks/months, and, where relevant, hours and semesters of instruction*)**

1. Practicum stream, which we expect will attract the majority of students: 16 months
2. Thesis stream: 16 to 24 months

### **B-3 Intended outcomes of the program:**

B-3.1 Describe how this program serves and advances the academic, cultural, social and economic needs and interests of students and the province:

Human rights figure increasingly prominently in politics, business, policy, law, education, civil society organizations and movements for social change. The myriad of complex human rights issues confronting Manitoba, Canada and the world are best tackled through a broad-based approach that spans histories, cultures and academic disciplines.

“What we're looking for is a whole new generation of leaders who can in fact function in a multidisciplinary context.”

Senator Roméo Dallaire, Oct. 5, 2012, Robson Hall

#### **Manitoba's needs**

A coalition of local organizations is working on a plan to have Winnipeg emerge as a leading city for human rights education; a Master of Human Rights program would be the capstone for this initiative.

The Government of Manitoba stated in its 2016 budget that new projects “will be reviewed to assess their return on investment and social benefits.” The proposed MHR is an excellent example of social investment, since graduates will help Manitobans overcome human rights barriers preventing them from flourishing and fully participating in public life, including employment. This is especially important for those from vulnerable or historically marginalized groups such as Indigenous people and immigrant newcomers. Given Canada's changing demographics, as well as growing awareness of the harmful legacies of Western imperialism and settler- colonialism, we need citizens, government and non-government workers, and business leaders who deeply understand Indigenous, newcomer, disability, linguistic, religious and gender rights and cultures. This is especially true in Manitoba, with its broad cultural and religious diversity.

The swearing-in of Manitoba Premier Brian Pallister's first cabinet at the Canadian Museum for Human Rights in 2016 underscores the growing importance of human rights to the region.

Manitoban businesses operating globally also need to understand and contribute constructively to the complex human rights dynamics in countries where they operate. The UN's *Guiding Principles on Business and Human Rights* adopted in 2011 reflect the ever-higher moral and political standards to which businesses and their leaders are being held. Meeting

these standards, in foreign contexts as well as at home, is both a matter of fundamental justice and good economic sense. When corporations' interests converge with those of the people in whose communities and on whose land they operate, everyone wins. MHR graduates who came to the program with a business background will be well placed to assist corporations in understanding and enacting the specifics of this convergence.

Manitoba Budget 2016 also emphasized that "priority will be placed on projects that leverage additional investment from the public sector, private sector and/or other levels of government." Private donors were the first to support the MHR and a modest investment by the Manitoba government is expected to leverage almost \$2 in donor-supported annual funding for every \$1 of government investment.

Meanwhile, international governmental and nongovernmental organizations related to human rights are proliferating as world leaders begin to recognize that military intervention and financial aid tend to be ineffective in societies where human rights are routinely violated. This has created a new class of international human rights workers and administrators. Being well-represented in these international organizations will be critical to Canada's presence and influence in the global arena.

B-3.2 Describe the existing and anticipated post-secondary learning needs of students in Manitoba that this program addresses and responds to:

Many Canadians now working in the human rights field studied overseas because they could not find suitable interdisciplinary graduate programs in Canada. The MHR program will allow Manitoba to retain promising graduate students who would otherwise leave to study elsewhere. Existing human rights courses at U of M have proven popular, often attracting students from outside the departments offering the courses and meeting or exceeding their enrolment limits.

Students are looking for degree programs that are relevant, practical and innovative. The MHR program will prepare students to conduct and apply rigorous research in the field in ways intended to benefit people vulnerable to human rights violations. The program will be known for critical and interdisciplinary engagement with human rights history, politics and implementation, and also for its supportive environment, in which students from a broad range of disciplines collaborate to enrich each other's learning.

Graduates of related undergraduate programs at other Manitoba universities may be looking for advanced degree opportunities to enhance their expertise and employability. For example,

- The University of Winnipeg offers BA programs in human rights and disability studies.
- Université de Saint-Boniface emphasizes human rights as part of its Canadian studies curriculum.
- Canadian Mennonite University (CMU) offers degrees in intercultural or international development studies and peace and conflict transformation.
- University College of the North graduates may wish to pursue further education with an Indigenous rights focus.

A news story about this new program on the University of Manitoba website attracted queries from students from across Canada and around the world who are interested in applying. The opening of the Canadian Museum for Human Rights and the National Centre for Truth and Reconciliation at the U of M has increased our capacity to attract graduate students to a city already known as the cradle of the Canadian disability rights movement. The museum is among the local employers that will provide opportunities for student research projects and jobs for some MHR graduates.

Based on the experience of popular human rights graduate programs in other countries, the MHR program is expected to attract not only those who are continuing their education immediately following a bachelor's degree, but also people with significant life experience who wish to return to graduate studies. Some students will likely want to enhance previous professional training in diverse areas such as public administration, health, business, law enforcement, disability issues, journalism, the military and education. The program is expected to attract people from Canada, the U.S., post-conflict zones, low-income countries, and others throughout the world who

seek work or who are already working in human rights-related areas and/or decolonization efforts. As word of this new program spreads, the calibre of applicants will continue to rise. Manitoba's tuition fees are much lower than the international student fees of overseas human rights programs, helping make the U of M program competitive internationally. The former director of a Human Rights Centre in England reports receiving 110 applications for a new graduate program even before it was established. He says thousands of students per year are graduating from such programs around the world, leaving Canadian universities behind. One of Canada's most senior international human rights scholars adds that "it is frustrating to have to tell students that to do an MHR, they have to go overseas."

The opportunity for community-based work experience and research with local, national or international human rights organizations is expected to be a major draw for top-quality students. Marcia Kran, a University of Manitoba alumna who is former director of research at the United Nations Office of the High Commissioner for Human Rights in Geneva, has agreed to act as a pro bono special advisor to help the MHR program create partnerships with the UN at headquarters and in the field.

Graduates will gain an in-depth understanding of the potential, politics, challenges and limitations of the human rights framework. Students will develop a network of contacts through research projects and collaboration with fellow students. Over the years, graduates will also start providing practicum opportunities and mentorship for new students.

#### **B-4 Mode of Delivery**

B-4.1 Provide the total program length through **one** of the following measures:

18 credit hours + practicum/major research project or thesis

B-4.2 What proportion of the total program length (as indicated above) can be completed through the two following modes of delivery? *(Note that one or both selections can be offered up to the total program length.)*

100% In-person

0% Online

As the program evolves, the intention is to eventually develop blended learning options that allow students to participate through a combination of on-campus classes and up to 30% online work. This will facilitate a truly international program, with growing ties for collaborative global coursework and student research projects. Prof. Karen Busby is already experimenting with a sexual and reproductive rights course to be offered in collaboration with a University in India.

**B-5 Provide an overview of the suggested progression of courses on a year-by-year basis for the program from start to maturity.** *(Course level detail is not necessary, however, please include credit hours/contact hours, proportion of upper level courses, clinical placements or practicums, or subject area requirements where applicable).*

#### **Required courses** (see attached details)

HMRT 7100/SOC 7160: Theory and Practice of Human Rights: Critical Perspectives (3 credit hours). Students who have already completed SOC 7160 prior to enrolling in the MHR program will be required, in consultation with the MHR program committee, to take an additional graduate-level course to achieve the 18 required credits.

HMRT 7200: Selected Topics in Human Rights Research and Methods (3 credit hours)

HMRT 7300/LAW 3018: Human Rights Law (3 credit hours) Students are not required to take this course if they have already completed a human rights law course as part of their JD or LLB. In that case, they will be required, in consultation with the MHR program committee, to take an additional graduate-level course to achieve the 18 required credits.

GRAD 7500: Academic Integrity Tutorial (non-credit)

Professional seminars (non-credit): These seminars are intended to provide grounding in the skills required to undertake human rights work and will include such topics as non-academic writing (reports, funding applications, policy briefs, legislation etc.) social media, cross-cultural communication, budgeting, negotiation, professional ethics, working with journalists, presentation skills, grant writing, human rights curation, and career paths. Tours will also be arranged of local archives and museums and relevant historical sites.

**Major research project stream**

GRAD 7030: Master’s Practicum (pass/fail)

HMRT 7400: Major Research Project in Human Rights (pass/fail)

**Thesis stream**

GRAD 7000: Master’s Thesis

**Optional courses**

Program-approved graduate-level elective courses will be available through various faculties supporting the new interdisciplinary human rights program (Arts, Education, Law, Social Work, Health Sciences, Environment and others, including perhaps the sciences), as well as through the Peace and Conflict Studies and Disability Studies programs.

The MHR Program Committee must approve all academic programs. This is normally done on the recommendation of the student’s advisor, following consultation with the student.

**UM INTERNAL REQUIREMENT:** please complete the chart below to provide an overview of suggested progression through the program (indicate pre-requisites and related credit hours). Outline options for specializations within this program [minor(s) and/or concentration(s)].

YEAR 1	YEAR 2	YEAR 3	YEAR 4
HMRT 7100/SOC 7160 (3 credit) HMRT 7200 (3 credit) HMRT 7300/LAW 3018 (3 credit)	<b>Practicum stream:</b> HMRT 7400 (fall term)	N/A	N/A
Electives: 9 other graduate-level or professional-level credits	<b>Thesis stream:</b> complete GRAD 7000 (fall and possibly winter and summer terms)		
<b>Summer</b> Practicum stream: GRAD 7030 Thesis stream: GRAD 7000 or finish coursework			
TOTAL CR. HRS: 18	TOTAL CR. HRS: nil		

**B-6 Will the program be available for part-time study?**

A limited number of students may be allowed to complete the program through part-time study, normally as a form of accommodation for disability or health issues.

**B-7 Indicate if this program will have a cooperative education, work placement, internship or practicum component and provide any relevant details:**

GRAD 7030: Master's Practicum

Students who select this stream will complete a practicum of at least three months duration. Major outcomes include the student's participation in a professional work environment and preparation of a reflective paper describing and evaluating the work experience. The practicum consists of three main phases, the most substantial of which is structured employment, usually without pay, at a local, national or international practicum site, typically a non-governmental organization. Students will be asked to make a specific positive contribution to the operation of their host organizations in the form of a report, curriculum module, work of art, documentary film, workshop, website, strategic plan, or other such project. A few students may choose to help organize a planned summer institute on human rights as their university-based placement. Prior to the start of this field experience, students will spend two to three weeks orienting themselves regarding the organization. The third phase involves writing a reflective paper of approximately 4,000 words.

**B-8 Intake Information**

B-8.1 Projected enrolment for the first intake: 8

B-8.2 Maximum seat capacity (*Defined as first-year enrolment capacity*):15

B-8.3 Anticipated date of maturity: 2022-09-01

**UM INTERNAL REQUIREMENT:** please indicate the projected enrolment and graduates for the first 5 years of the program.

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Enrolments	8	15	15	15	15
Graduates	0	8	15	15	15

**C-1 Describe how this new program aligns with the strategic plans of your institution:**

The U of Manitoba has identified human rights as one of its six strategic priorities for academic enhancement and one of seven major research themes. The university has also set ambitious targets to increase the number of graduate students enrolled. The MHR practicum fits well with the university’s 2015-2020 strategic plan, which includes increasing opportunities for experiential learning as one of its goals. The strategic plan identifies five broader institutional priorities, among them inspiring students through innovative teaching, contributing to Indigenous achievement, and forging connections through high-impact community engagement. The proposed MHR program would contribute significantly towards realizing these and other institutional objectives.

Many U of M faculty are already widely known for their work on and with the Truth and Reconciliation Commission and the Canadian Museum for Human Rights. The work of MHR students and faculty will build on this tradition of scholarly excellence related to social justice issues, promoting the university’s reputation nationally and internationally. The proposed program will help achieve the critical mass necessary to make Winnipeg the leading centre of excellence for human rights education and research in Canada. This profile will in turn enhance the University of Manitoba’s ability to attract high-calibre faculty members and research grants.

**C-2 Outline the internal approval process (i.e. committees, governing bodies) for approving this new program of study within your institution and indicate any dates of decision.** (*Governing Council, Board of Governors, Board of Regents, Senate, other*)

**UM INTERNAL REQUIREMENTS:** Please note date(s) of Faculty/College/School Approval. Approval dates through the governing bodies will be inserted by the Provost’s Office prior to submission to government.

**UM Undergraduate Programs:**

<u>Decision-Making Body</u>	<u>Date of Approval</u>
Faculty/College/School	_____
SCCCC	
SPPC	
SCADM ( <i>if applicable</i> )	_____
SCIE ( <i>if applicable</i> )	
Senate Executive	
Senate	
Board of Governors	

**UM Graduate Programs:**

<u>Decision-Making Body</u>	<u>Date of Approval</u>
APC ( <i>preliminary review</i> )	Sept. 9, 2015
External Review	Feb. 1-2, 2016
APC	Apr. 6, 2016
FGS Executive	May 18, 2016
FGS Faculty Council	June 24, 2016
SPPC	
Senate Executive	
Senate	
Board of Governors	

**C-3 Responsibility to consult**

c-3.1 If this program subject to mandatory review or approval by organizations external to the institution (*such as regulatory bodies, Apprenticeship Manitoba, etc.*), please describe any consultation processes and provide copies of reports or letter from these organizations providing support:

N/A

c-3.2 What agencies, groups, or institutions have been consulted regarding the development of this program? See attached support letters (Appendix C) from some of the local, national and international human rights agencies consulted. Prof. Karen Busby also met with Dr. Dinesh Wadiwel, director of the University of Sydney's Master of Human Rights program, and Dr. Adam Muller met with Barbara Frey, director of the Human Rights Program at the University of Minnesota.

c-3.3 How have students and faculty been informed of the intent to establish this program?

The faculties contributing to the program (Arts, Law, Education and Social Work) were consulted in the early stages of program development and provided motions and letters of support (Appendix B).

The University of Manitoba issued a news release in 2014 (<http://news.umanitoba.ca/university-of-manitoba-developing-a-master-of-human-rights-program/>), which was followed by a story in the student newspaper (<http://www.themanitoban.com/2014/09/pursuit-human-rights-established-u-m/20732>).

**C-4 List any similar programs offered in Manitoba:** *(Provide such information as institution, programs, and credentials offered in addition to any impacts on these programs, explain rationale for duplication.)*

**BA in Human Rights, University of Winnipeg**

The proposed MHR program will provide BA graduates with the opportunity to pursue an advanced degree. The BA and MHR programs expect to collaborate on joint projects and events. See the attached support letter from Dean Peachey.

**Joint MA in Peace and Conflict Studies, U of Manitoba/U of Winnipeg**

**PhD in Peace and Conflict Studies, University of Manitoba**

**Disability Studies, University of Manitoba**

The Master of Human Rights program provides another opportunity for the U of M's existing interdisciplinary graduate programs to work together, sharing elective courses and guest lectures and thus providing a deeper experience for students. We have had preliminary discussions about creating a new Co-ordinating Committee for Graduate Social Justice (SJ) Programs (human rights, peace & conflict and disability studies) to make administration of these small units more efficient (see Appendix D).

While there are some synergies between human rights and peace and conflict studies (PACS), they are distinct fields with their own histories, philosophies and methods. Consequently, these distinct fields attract different students interested in distinct kinds of professional and academic work. For example, PACS is more likely to emphasize the pragmatics of peace-building and reconciliation, mainly in community contexts. The MHR will range more widely and critically across a diversity of rights-related justice issues arising in: political and vernacular social discourses and action, academic debates, national and transnational institutions, non-governmental organizations and social movements, and courts of law.

Students enrolled in other graduate U of M degree programs will be able to take advantage of the MHR courses, thus enhancing and diversifying their educational experience.

**Master's in Development Practice (Indigenous development), University of Winnipeg**

This program has a much narrower focus than the proposed program since it is largely related to sustainable economic development in Indigenous communities. However, there is certainly potential for collaboration with the MHR program.

c-4.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Manitoba.

Graduate courses from other programs will be considered for transfer on a case-by-case basis. The program will follow the transfer criteria described in the University of Manitoba Graduate Calendar. The program will also

develop means to recognize students' relevant non-formal and informal learning, consistent with the University of Manitoba and the Province of Manitoba's commitment to recognition of prior learning.

**C-5 List any similar programs offered in Canada:** *(Provide such information as institution, programs, and credentials offered in addition to any impacts on these programs, explain rationale for duplication.)*

The proposed MHR program will provide some graduates of these BA programs with the opportunity to pursue an advanced degree:

- Wilfrid Laurier University – Human Rights and Human Diversity
- York University – Human Rights and Equity Studies
- Carleton University – Human Rights
- University of Ottawa – Conflict Studies and Human Rights
- Nipissing University – Gender Equality and Social Justice
- Concordia University – Human Rights Studies
- St. Thomas University – Human Rights

This will be the only Master of Human Rights degree program in Canada, although degrees of that name are popular in Europe, the United States and Australia. While some of the Canadian graduate programs listed below have a similar focus, none involve the degree of interdisciplinarity and trans-faculty engagement offered by the proposed MHR. Note that none of the following programs are offered on the Prairies.

Canadian law programs:

- University of Toronto – JD in International Human Rights
- McGill University – LLB in International Human Rights and Development
- University of Ottawa – LLM with a concentration in Social Justice

Canadian graduate programs:

- Brock University – MA in Social Justice and Equity Studies
- University of British Columbia – MA and PhD in Gender, Race, Sexuality and Social Justice
- University of Windsor – MA in Communications and Social Justice
- Wilfrid Laurier University – MA in Social Justice and Community Engagement
- University of Alberta – MA in Gender and Social Justice Studies
- Carleton University – PhD in political science with a specialization in gender and diversity

c-5.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Manitoba.

*[Note that this question should read “outside Manitoba.”] See the answer to C-4.1.*

**C-6 Describe the current and projected labour market demands in Manitoba for graduates of this Program:**

*(Provide such information as probable employment destinations or further educational opportunities available to graduates of this new program of study. Attach any formal reports such as those from Associations, Statistics Canada, Sector Councils, Industry or Regulators.)*

In December 2016, the Working in Canada website listed 44 positions for social policy researchers, consultants and program officers, including human rights officers. The median wage was \$31 an hour. It is expected that the balance between labour supply and demand for this group (NOC 4164) will continue over the 2015-2024 period. (See [http://www.jobbank.gc.ca/report-eng.do?area=11326&lang=eng&noc=4164&action=final&ln=n&regionKeyword=Winnipeg%2C+Manitoba&s=2&source=2&titleKeyword=labour+policy+officer#report\\_tabs\\_container2](http://www.jobbank.gc.ca/report-eng.do?area=11326&lang=eng&noc=4164&action=final&ln=n&regionKeyword=Winnipeg%2C+Manitoba&s=2&source=2&titleKeyword=labour+policy+officer#report_tabs_container2))

Graduates of the MHR program who remain in Manitoba will be able to use their research skills, and national and international connections, to strengthen local organizations, thus helping find innovative solutions to local problems and expanding the province's growing reputation as a human rights hub. Some graduates will influence the development of the Canadian Museum for Human Rights and National Centre for Truth and Reconciliation.

Many of the Manitoba-based jobs will be in Winnipeg with aid agencies such as the Canadian Foodgrains Bank and Mennonite Central Committee and with federal and provincial government departments. However, some graduates will help enhance human rights and social justice in northern or rural Manitoba.

The MHR program will prepare its graduates for numerous career paths – for example with:

- Civil society organizations, including Amnesty International, International Alert, Friends of the Earth, Human Rights Watch, Asian Human Rights Commission, National Association for the Advancement of Colored People, Red Cross, Red Crescent, OutRight Action International, Council of Canadians with Disabilities, International Crisis Group, Centre for Victims of Torture, Human Rights Action Centre, the Simon Wiesenthal Centre and various think tanks;
- Governmental and international or regional organizations such as the United Nations Human Rights Council, United Nations High Commissioner for Refugees, International Criminal Court, Council of Europe Commissioner for Human Rights, UN Committee on the Rights of Persons with Disabilities, bodies of the Inter-American Human Rights system, World Trade Organization and World Bank panels, and provincial and Canadian government departments of immigration, justice, health, corrections, social services etc.;
- Canadian human rights commissions, labour boards, ombudspersons and organizations devoted to securing Indigenous people's rights, cultural diversity, gender equality, and LGBTQ and disabled people's rights;
- Primary and secondary schools or institutions of higher education, to design and implement programs/curricula addressing human rights education;
- Corporations that choose to take human rights into account in their local, national and international operations;
- Arts organizations with human rights or social justice mandates, such as various provincial and municipal arts councils, the Inspirit Foundation, Abilities Arts Festival, Art City, etc.

Writing a thesis or preparation of an article suitable for journal submission through the HMRT 7400 course will also prepare students for related PhD studies in pursuit of an academic career.

**C-7 If copies of any internal or peer evaluations with respect to this new program of study are being provided with this proposal, please indicated how any issues identified by these evaluations have been addressed and attach any relevant documents as available:**

***External review (Appendix G) recommendations***

1. *Elimination of the heavy thesis requirement – replacing the long thesis requirement by a standard research paper.*  
In response to this recommendation, program proponents chose to create two streams: practicum + major research project or thesis. The maximum length of the thesis has been reduced from 150 pages to 100 pages, including references. The thesis defence will be shortened to one hour.
2. *Move to a 12- or 16-month program from proposed 24-month program. I.e. 16 months for most students, 12 months if practicum waived because of previous professional work experience.*  
Major research project stream students will now complete the program in 16 months and thesis students in 16-24 months. We disagree with waiving the practicum for students with previous professional experience. Those students may either choose the thesis option or complete a practicum that may be quite different from their previous professional experience and provide inspiration for the major research project.
3. *Strong grounding in knowledge of international law and systems for the protection of human rights (including universal, regional and domestic levels).*

The syllabuses for HMRT 7300: Human Rights Law and HMRT 7100: Theory and Practice of Human Rights: Critical Perspectives have been revised to integrate discussions of international human rights law and systems, and POLS 7790: International Relations Theory has been added as an elective. However, program proponents respectfully disagree with the suggestion of creating a fourth mandatory course on this topic, which would allow students only two elective courses and therefore little opportunity to specialize. We note that the reviewers also stated that opportunities for employment are increasingly in the “burgeoning ‘third sector’ of non-governmental organizations, civil society and community-based organizations” rather than with international human rights bodies.

4. *Training in different types of professional skills, notably writing.*

Professional development seminars will now be mandatory, though non-credit, with a strong focus on non-academic writing and communication skills.

5. *Practicum and/or internship (international strongly recommended).*

Program proponents are enthusiastic about implementing this recommendation, which we agree is likely to make the MHR program unique in Canada and more appealing to potential students. Faculty members on the proposal committee already have ties to local, national and international sites that would be suitable for practicums, including organizations offering practicum placements in the attached support letters.

6. *Second-language requirement strongly recommended.*

The revised proposal now includes a second-language requirement that must be satisfied in order to for the student to complete the program.

7. *Addition of further courses (notably, environment, business ethics, human security).*

POLS 7850 - Contemporary Strategic and Security Studies has been added to the list of potential electives.

U of M does not offer any graduate-level business ethics courses. However, more material on corporate ethics has been added to the MHR theory course.

Four Natural Resources Institute courses, including on environmental justice and food security, are already in the proposal. We are not aware of any other U of M graduate courses related to the human right to a healthy environment, although we will keep this in mind as opportunities arise to develop further courses.

8. *Hiring a new professor who can teach both research methods in human rights (as per the proposal) and a course on the international, regional, and domestic systems for the protection of human rights.*

This recommendation has been incorporated in the description of the new assistant professor below.

9. *Removing the word “practice” from the title of the MHR theory course.*

We have chosen to keep this word in the title because the course includes examination of human rights struggles.

10. *Adding another half-time position to help with the practicums and/or internships, which will be especially important in the initial years when placement relationships will need to be established.*

The current proposal adds a half-time office assistant, which should free the full-time co-ordinator to focus on successfully performing a significant additional support role. The office assistant will perform various administrative and reporting tasks so as to allow the full-time person to contribute to developing and sustaining the practicum option, a distinctive feature of the MHR program.

11. *It is important that the program not be underfunded; rather, the university should take a bold approach. We suggest that the eight \$2,500 scholarships originally proposed for research should also be available for internships. Moreover, we suggest that fund-raisers be instructed to seek support at the level of \$5,000 each for each year’s annual intake of 15 students to pursue practicums or internships. There should also be funds made available for invited guest lecturers and other events in order to enrich the program and assure the highest quality which would be competitive with leading, established programs in the world.*

In consultation with Donor Relations, the fundraising target for student fellowships and bursaries has been increased. The budget for visiting speakers has also been modestly increased.

**D-1 If one-time or pilot funding are being requested to support this new program of study, please identify the amount of funding being requested:**

N/A

**D-2 If ongoing funding being requested to support this new program of study, please identify the amount of funding being requested:**

About \$117,500 per year after program stabilizes (see attached spreadsheet for details).

Rationale: Once the program is in a steady state (2022-23), the annual budget rounded to the nearest \$500, **including inflation**, should be approximately:

\$537,000 expenses  
-\$80,000 tuition revenue  
-\$212,000 income from named endowed chair (donor supported)  
    - covers assistant prof. salary/benefits and contribution toward co-ordinator salary/benefits  
- \$127,500 MHR fellowships and bursaries (donor supported)  
**\$117,500** base budget required from Manitoba government

**D-3 If new funding is not being requested, how will the program be funded? N/A**

**D-4 List any external sources of funding that will be used to support the implementation or delivery of this new program of study:** *(Provide such information as agreements for funding from industry or external grants and indicate the anticipated length of time for each agreement.)*

The MHR program is seeking support from major donors through the U of M philanthropy department, which has made this program a priority in the university's ongoing capital campaign:

- \$402,900 renovations to create a dedicated space for MHR students and faculty members
- \$5-million endowed chair to recruit and support a top human rights and social justice researcher/teacher (the assistant professor described below).
- \$3-million endowment fund for MHR student fellowships and bursaries (may include some matching funds from the Manitoba Scholarship and Bursary Initiative)

Total: \$8.4 million (note that these funds would need to be received by Mar. 31, 2019)

Raised to date: \$500,000 for bursary fund (2 X \$250,000 from donors)

Discussions are underway with potential major donors.

**D-5 What are the resource implications to the institution (budget, IT, library, laboratory, computer, space, practicum liability insurance, student services, etc) in delivering this new program of study?**

Budget: The new MHR program does not anticipate a cash contribution from the university.

Space: Renovations are required in the Tier Building to convert rooms 311 and 312 into space for student study carrels, two faculty offices and a double staff office (see Appendix E). Once the MHR program is approved and the timeline is confirmed, Campus Planning will revisit the space and determine if an even more suitable location is available at that time.

Computer:

- New desktop computers and phones will be required for the co-ordinator, office assistant, new assistant professor and MHR program director.
- A new printer/fax/scanner will be required for the program.
- A separate printer will be required in the staff office for confidential materials.

IT: The new program should have no significant effect on information services and technology facilities. (See attached letter from IST.)

Libraries: The U of M library system can support this new program with a combination of existing resources and minimal (\$400) expenditure from existing acquisition funds. (See attached resource implication statement.)

Student services: The Registrar foresees no problems supporting this program with respect to registration, fee assessment and academic evaluation. (See attached letter from Registrar)

**D-6 Please describe new and existing staffing resources needed to provide this new program of study. Include reallocation of existing faculty, hiring of new faculty, administrative and support services and any other considerations.**

**Reallocation of existing faculty:**

An existing University of Manitoba faculty member will be appointed as founding MHR graduate program director. Dr. Adam Muller has expressed interest in this role. The MHR graduate program director, the chair of a new Co-ordinating Committee for Graduate Social Justice Programs and professors teaching core MHR courses will receive teaching release from the MHR budget, with the related funds redirected to their home departments.

The theory and methods courses will be taught by a rotating roster of interested professors from the partner faculties, including the MHR graduate program director and a new assistant professor. Dr. Annette Desmarais (Canada Research Chair in Human Rights, Social Justice and Food Sovereignty) and Dr. Adam Muller have already expressed interest in teaching theory and leading professional seminars. Canadian Museum for Human Rights curator Armando Perla is currently teaching LAW 3018, which will become the third core course.

Faculty members in a number of disciplines are eager to take on additional graduate students beyond those they are able to recruit through their departments. More than 50 faculty members have agreed to serve as advisors for student research. (See Appendix F). In most cases, they will do so without receiving additional teaching release.

**Hiring of new faculty:**

A new tenure-track **assistant professor** will be hired as a named chair and appointed to whichever academic department is most closely aligned with her/his area of expertise. A letter of agreement will outline the chair's relationship with the department, including that its tenure and promotion procedures will apply. Candidates for the new position will require expertise in human rights and social justice research methods and international, regional and domestic human rights systems. This chair will teach a core credit course (initially methods), oversee the practicum and explore development of further courses, including online options.

**Administrative services:**

A new **full-time co-ordinator** (Admin. Assistant 2 in the AESES contract) will be hired to support the MHR program, including liaison with practicum hosts, trouble-shooting fieldwork logistics, and organizing professional seminars and the annual research day. This position might be best suited to a dynamic individual with a background in human rights work. A **half-time office assistant** (Office Assistant 3) will assist with tasks such as expense reporting, payroll, student awards and travel booking. These staff members will also support the Social Justice chair and will work closely with existing office assistants in PACS and Disability Studies.

**D-7 Provide a program implementation plan for the new program of study by academic year (start to maturity) that includes any elements to be phased in (e.g., new faculty hires, distribution of existing faculty and support staff) from launch to maturity:****Year 1 2019-20**

June 2019: Appointment of MHR program director. Approval and commencement of renovations.

July 2019: Co-ordinator hired and starts work on student recruitment and program setup.

Sept. 2019: Start search for new MHR faculty member.

Dec. 1, 2019: Student application deadline.

March 1, 2020: Offers to successful applicants.

**Year 2 2020-21**

May 1, 2020: Acceptance notification to first students.

June 2020: Half-time office assistant (OA3) hired and helps prepare for new students.

July 1, 2020: New MHR faculty member starts work.

Sept. 3, 2020: First 8 students start. First MHR fellowships distributed.

**Year 3 2021-22**

May-Aug. 2021: First practicums.

September 2021: 15 more students start.

**Year 4 2022-23**

September 2022: Full complement of students (15 new and 15 in Year 2)

**D-8 Please describe the effect of this new program on existing capital infrastructure and equipment:**

We anticipate that the main renovations required to accommodate MHR faculty members and students will be funded by donors.

**D-9 If capital funding is being requested to support additional specialized program materials such as infrastructure or equipment required to provide this new program of study, please provide a detailed description of the use of this capital:**

N/A

**E-1 What are the proposed tuition fees?**

Canadian students: \$4,595 Year 1 + \$740 Year 2; International students: \$10,109 Year 1 + \$740 Year 2  
Students taking a language course that involves a lab will pay an extra \$30 fee per term.

**E-2 Please provide a rationale for the tuition fee proposed.** *(For example, are these tuition fees comparable to tuition for existing programs within the academic unit or to tuition for similar programs offered at other institutions?)*

These fees match U of Manitoba fees for other full-time master's programs.

**E-3 What course-related fees would apply to a student in this program?**

N/A

**E-4 Please provide a rationale for the course-related fee(s) proposed.** *(For example, are these fees comparable to fees for existing programs within the academic unit or for similar programs offered at other institutions?)*

N/A

**E-5 Please describe any specific supports to encourage affordability and accessibility to the program:**

Three incoming students each year will be awarded \$7,500 MHR fellowships, renewable for a second year.

Each student may apply for up to \$5,000 in bursary funds to offset the costs of a practicum or fieldwork.

These fellowships and bursaries will be donor funded.

MHR students are also eligible to compete for University of Manitoba Graduate Fellowships and their supervisors may apply to match student research stipends through the Graduate Enhancement of Tri-Council Stipends fund.

(A second signature section is provided for joint programs only)

**SUBMITTED BY:**

***President:***

*Name:* Dr. David Barnard

*Signature:*

*Date:* 4T4T

***Vice-President/Academic:***

*Name:* Dr. Janice Ristock

*Signature:*

*Date:* 4T4T

*For use by joint programs only:*

***President:***

*Name:* N/A

*Signature:*

*Date:* 4T4T

***Vice-President/Academic:***

*Name:*

*Signature:*

*Date:* 4T4T

**PROVOST'S OFFICE ONLY:** Once completed and signed, please submit this application form to the Advanced Learning Division at [ald@gov.mb.ca](mailto:ald@gov.mb.ca) with the following attachments (*double-click to engage check box*):

Cover letter

Advanced Learning Division Financial Form

Any supporting documentation (*reviews, letters of support, etc.*)

**If you have any questions or require further information, please contact:**

Advanced Learning Division  
Manitoba Education and Advanced Learning  
608-330 Portage Avenue Winnipeg MB R3C 0C4  
(204) 945-1833  
[ald@gov.mb.ca](mailto:ald@gov.mb.ca)

ADVANCED LEARNING DIVISION  
Program Proposal Financial Form

**Form Instructions:**

1. When proposing a new program *Current Fiscal Year* (the first column) should be left blank, with the first year of the program starting in year 1.
2. When proposing a program expansion *Current Fiscal* should be entered in the first column.
3. If a program reaches maturity prior to *Fiscal Year 4*, remaining fiscal year columns must still be completed so that *Ongoing Program Funding* can be calculated.
4. Fill in line items for revenue, expenditure, and capital as these pertain to the program. Examples are correspondently listed to the right of the table.
5. Ensure that line items account for overhead. For example, include the amount of tuition that the program will receive after administrative overhead.
6. Only fill out areas shaded in green, using cash accounting. The increment, on-going and total will self-populate accordingly.

Overview	
<b>Institution:</b>	University of Manitoba
<b>Program Name:</b>	Master of Human Rights
<b>Contact Information:</b>	Dr. Adam Muller, 204-474-6416
<b>Date:</b>	January 12, 2016

	Current Fiscal Year	2019-20	Increment	2020-21	Increment	2021-22	Increment	2022-23	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr 1	(change from current year to year 1)	Budget Yr 2	(change from year 1 to year 2)	Budget Yr 3	(change from year 2 to year 3)	Budget Yr 4	(change from year 3 to year 4)	
<b>REVENUE INFORMATION</b>										
Tuition (\$4,595 program fee X # incoming students + inflation)	\$ -		\$ -	\$ 40,576	\$ 40,576	\$ 77,982	\$ 37,406	\$ 79,932	\$ 1,950	\$ 79,932
Contribution from Institution			\$ -		\$ -		\$ -		\$ -	\$ -
Donation for renovations		\$ 402,900	\$ 402,900		\$ (402,900)		\$ -		\$ -	\$ -
Endowment income (chair)			\$ -	\$ 200,000	\$ 200,000	\$ 206,000	\$ 6,000	\$ 212,180	\$ 6,180	\$ 212,180
Endowmt. inc. (fellowships/bursaries)			\$ -	\$ 55,000	\$ 55,000	\$ 115,875	\$ 60,875	\$ 127,308	\$ 11,433	\$ 127,308
			\$ -		\$ -		\$ -		\$ -	\$ -
<b>Total Revenue (A)</b>	\$ -	\$ 402,900	\$ 402,900	\$ 295,576	\$ (107,324)	\$ 399,857	\$ 104,281	\$ 419,420	\$ 19,563	\$ 419,420

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr 1	(change from current year to year 1)	Budget Yr 2	(change from year 1 to year 2)	Budget Yr 3	(change from year 2 to year 3)	Budget Yr 4	(change from year 3 to year 4)	
<b>EXPENDITURE INFORMATION, including inflation</b>										
Salaries, including benefits:			\$ -		\$ -		\$ -		\$ -	\$ -
- new professor (endowed chair)			\$ -	\$ 90,863	\$ 90,863	\$ 128,419	\$ 37,557	\$ 136,124	\$ 7,705	\$ 136,124
- teaching release credits (director 6, SJ chair 3, profs teaching 2 core courses X 3)		\$ 20,478	\$ 20,478	\$ 35,155	\$ 14,676	\$ 36,209	\$ 1,055	\$ 37,295	\$ 1,086	\$ 37,295
- co-ordinator (AA2)		\$ 53,586	\$ 53,586	\$ 76,352	\$ 22,766	\$ 80,209	\$ 3,857	\$ 84,277	\$ 4,068	\$ 84,277
- half-time office assistant (OA3)			\$ -	\$ 22,457	\$ 22,457	\$ 28,635	\$ 6,179	\$ 30,090	\$ 1,455	\$ 30,090
Salaries - Indirect (shared services, student support)			\$ -		\$ -		\$ -		\$ -	\$ -
Operating:			\$ -		\$ -		\$ -		\$ -	\$ -
- printing, copying, promotion		\$ 8,500	\$ 8,500	\$ 8,755	\$ 255	\$ 9,018	\$ 263	\$ 9,288	\$ 271	\$ 9,288
- visiting speakers (travel and honoraria)			\$ -	\$ 7,000	\$ 7,000	\$ 7,210	\$ 210	\$ 7,426	\$ 216	\$ 7,426
- orientation and annual research day			\$ -	\$ 4,000	\$ 4,000	\$ 4,120	\$ 120	\$ 4,244	\$ 124	\$ 4,244
- travel for program development		\$ 4,000	\$ 4,000	\$ 4,120	\$ 120	\$ 4,244	\$ 124	\$ 4,371	\$ 127	\$ 4,371
- supplies		\$ 3,550	\$ 3,550	\$ 3,657	\$ 107	\$ 3,766	\$ 110	\$ 3,879	\$ 113	\$ 3,879
- phones		\$ 2,000	\$ 2,000	\$ 2,060	\$ 60	\$ 2,122	\$ 62	\$ 2,185	\$ 64	\$ 2,185
- computers/printers		\$ 13,400	\$ 13,400		\$ (13,400)		\$ -	\$ 1,000	\$ 1,000	\$ 1,000
Fellowships and bursaries			\$ -	\$ 55,000	\$ 55,000	\$ 115,875	\$ 60,875	\$ 127,308	\$ 11,433	\$ 127,308
University overhead for central student services etc. (20% of other expenditures)		\$ 21,103	\$ 21,103	\$ 61,883	\$ 40,781	\$ 83,965	\$ 22,082	\$ 89,498	\$ 5,532	\$ 89,498
			\$ -		\$ -		\$ -		\$ -	\$ -
<b>Total Expenditures (B)</b>	\$ -	\$ 126,617	\$ 126,617	\$ 371,301	\$ 244,683	\$ 503,792	\$ 132,491	\$ 536,986	\$ 33,195	\$ 536,986

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr 1	(change from current year to year 1)	Budget Yr 2	(change from year 1 to year 2)	Budget Yr 3	(change from year 2 to year 3)	Budget Yr 4	(change from year 3 to year 4)	
<b>CAPITAL INFORMATION</b>										
Major Equipment			\$ -		\$ -		\$ -		\$ -	\$ -
Renovations		\$ 402,900	\$ 402,900		\$ (402,900)		\$ -		\$ -	\$ -
			\$ -		\$ -		\$ -		\$ -	\$ -
<b>Total Capital (C)</b>	\$ -	\$ 402,900	\$ 402,900	\$ -	\$ (402,900)	\$ -	\$ -	\$ -	\$ -	\$ -

<b>Revenues less Expenditures and Capital (A-(B+C))</b>	\$ -	\$ (126,617)	\$ (126,617)	\$ (75,724)	\$ 50,893	\$ (103,934)	\$ (28,210)	\$ (117,566)	\$ (13,632)	\$ (117,566)
<b>Funding Request</b>	\$ -	\$ 126,617	\$ 126,617	\$ 75,724	\$ (50,893)	\$ 103,934	\$ 28,210	\$ 117,566	\$ 13,632	\$ 117,566

# Faculty of Graduate Studies

## Name of Unit: Master of Human Rights

### 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><b>PREFACE</b></p> <p>The Faculty of Graduate Studies is a pan-University faculty charged with the oversight of the administration of all graduate programs at the University. Therefore these regulations apply to all graduate students in all programs in all academic units. Individual units may require specific requirements above and beyond those in the following document, and students should consult unit supplemental regulations for these specific regulations. All unit supplemental regulations require approval of the Faculty of Graduate Studies.</p> <p><b>Definitions</b></p> <p>The "Dean of the Faculty of Graduate Studies" shall be taken to mean the Dean of the Faculty of Graduate Studies or designate.</p> <p>"Unit" shall be taken to mean the academic unit where the graduate student is pursuing his/her studies. Generally, this is the department. For Faculty-based programs, the Dean is the <i>de facto</i> Head of the unit. The term "unit" shall also include Schools of Faculties within the University. The Dean of the Faculty of Graduate Studies is the <i>de facto</i> <u>Head of interdisciplinary programs administered by the Faculty of Graduate Studies</u>. The Head of any unit may designate any of his/her responsibilities in this policy to another member of the unit, such as the Graduate Chair.</p>	<p>The Master of Human Rights (MHR) program committee consists of:</p> <p>Voting members:</p> <ul style="list-style-type: none"> <li>- the MHR program director (who will chair the committee)</li> <li>- a core MHR faculty member</li> <li>- an Arts professor appointed by the Dean of Arts</li> <li>- a Law professor appointed by the Dean of Law</li> <li>- an Education professor appointed by the Dean of Education</li> <li>- a Social Work professor appointed by the Dean of Social Work</li> </ul> <p>(The four faculty representatives should, ideally, have adjunct appointments in the MHR program.)</p> <ul style="list-style-type: none"> <li>- an MHR graduate student elected by the MHR graduate student body. This student will only participate in discussions unrelated to confidential student files.</li> </ul> <p>Non-voting members:</p> <ul style="list-style-type: none"> <li>- the director of the Centre for Human Rights Research;</li> <li>- a representative of the National Centre for Truth and Reconciliation;</li> <li>- the director of the Mauro Centre for Peace and Justice.</li> </ul> <p>The program committee will oversee student admission, scholarships, policy, recommendation of program changes and new courses, monitoring of student progress and general administration of the MHR program.</p>
<p><b>Section 1: Application, Admission, and Registration Policies</b></p> <p><b>1.1 Application and Admission Procedures</b></p> <p>The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies. <b>Applicants should contact the department to which they are applying for the procedures, requirements and departmental application deadlines in effect.</b></p> <p><b>1.1.1 Process:</b></p> <p>1.1.1 (a) A completed official application for admission form must be submitted, together with the</p>	<p>The Master of Human Rights has very specific requirements for application and admission.</p> <p>Please contact:</p> <p><b>University of Manitoba</b>  Master of Human Rights  Address: TBD  Email: MHR@umanitoba.ca  Tel: TBD  Fax: TBD</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)

Faculty of Graduate Studies Regulation	Supplemental Regulation																
<p>application fee and supporting documentation, to the Faculty of Graduate Studies.</p> <p><b>NOTE:</b> International students must pay special attention to the appropriate requirements with respect to transcripts (see application form for details).</p> <p>1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit's criteria including, but not limited to, space, facilities, and advisors.</p> <p>1.1.1 (c) Notification of recommended/rejected applications is sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies' eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.</p>	<p>Website: <a href="http://umanitoba.ca/MHR">umanitoba.ca/MHR</a></p> <p>All applications should be submitted electronically to the University of Manitoba Faculty of Graduate Studies at <a href="http://umanitoba.ca/faculties/graduate_studies/admissions/index.html">http://umanitoba.ca/faculties/graduate_studies/admissions/index.html</a></p>																
<p><b>1.1.2 Deadlines for Recommended Applications (from Departments to the Faculty of Graduate Studies)</b></p> <p>The following are the deadlines for receipt by the Faculty of Graduate Studies of recommendations from graduate units. Individual units may have earlier deadlines.</p> <table border="1" data-bbox="56 737 618 842"> <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>November 1</td> <td>August 1</td> </tr> <tr> <td>SUMMER</td> <td>May</td> <td>March 1</td> <td>December 1</td> </tr> </tbody> </table> <p><b>IMPORTANT:</b> Applicants are <b>required</b> to submit the application and documentation to the Faculty of Graduate Studies for an earlier deadline than those listed above. Applicants are advised to confirm the deadline of the unit to which the application is being made. Contact information for each unit can be found at <a href="http://umanitoba.ca/faculties/graduate_studies/admissions/index.html">http://umanitoba.ca/faculties/graduate_studies/admissions/index.html</a></p> <p>The deadlines are meant to accommodate the needs of students in securing appropriate documentation. Late applications may be considered for the next available start date.</p>	Session	Start Date	Canadian/US	International	FALL	September	July 1	April 1	WINTER	January	November 1	August 1	SUMMER	May	March 1	December 1	<p><i>Internal Unit Application Deadlines or statements such as "one month earlier than FGS deadlines":</i></p> <p>Application Deadlines:</p> <p>Completed applications must be received no later than <b>December 1</b>, for a September admission the following year.</p>
Session	Start Date	Canadian/US	International														
FALL	September	July 1	April 1														
WINTER	January	November 1	August 1														
SUMMER	May	March 1	December 1														
<p><b>1.1.3 Application Fee</b></p> <p>A \$100.00 (CDN) fee must accompany admission applications from all Canadian, Permanent Resident or International applicants. If submitting a paper application, a \$120.00 (CDN) fee must accompany the admission application.</p>																	
<p><b>1.1.4 Transcripts</b></p> <p>If admitted, applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the University of Manitoba. <b>Applicants must ensure that the original transcripts bearing the university seal or attested copies are sent directly from their issuing university to the Faculty of Graduate Studies.</b> In cases where the transcript does not/will not clearly state that a degree has been conferred, an official degree certificate must accompany the transcript. It is important that the transcript(s) arrive as soon as possible to coincide with the arrival of the application upon admission.</p>																	
<p><b>1.1.5 Transcripts: International</b></p> <p>Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal 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><b>1.1.6 Transcripts: University of Manitoba</b></p> <p>University of Manitoba students are not required to submit University of Manitoba transcripts.</p>																	
<p><b>1.1.7 Proficiency in English</b></p>	<p>Proficiency in English must be demonstrated prior to admission by:</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)

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>A successfully completed English Language Proficiency Test from the approved list 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 <a href="#">English Language Proficiency Test Exemption List</a> (see next section). If applicable, this score is required as a basis for admission and applicants will NOT be accepted pending receipt of an acceptable score. Documented proof of either of the above must be submitted with the application for admission. <b>Please note:</b> scores more than two years old are not acceptable.</p> <p>Thresholds required for successful completion are indicated in parentheses. Note: Some units may require a specific test or test scores greater than those indicated below:</p> <ul style="list-style-type: none"> <li>• University of Michigan English Language Examination Assessment Battery (MELAB) (80%)</li> <li>• Test of English as a Foreign Language (TOEFL)– Paper-based test (550); Internet based -iBT (80)</li> <li>• Canadian Test of English for Scholars and Teachers (CanTEST) (band 4.5 in listening and reading and band 4.0 in writing and oral interview)</li> <li>• International English Language Testing System (IELTS) (6.5)</li> <li>• Academic English Program for University and College Entrance (AEPUCE) (65%)</li> <li>• Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset)</li> </ul> <p><b>Note:</b> In addition, foreign language students may be asked by the unit to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the unit may recommend remedial measures in language skills based on the results of the CanTEST.</p>	<p>i) Possessing a high school diploma or university degree from Canada or one of the countries on the <a href="#">English Language Proficiency Test Exemption List</a>.</p> <p>ii) Successfully completing an English Language Proficiency Test.</p> <p><b>TOEFL</b> - Achieve a minimum iBT (internet based test) score of 100; or a minimum score of 250 computer based test</p> <p><b>CanTEST</b> - Achieve a minimum band of 5.0 in all four (4) skill areas</p> <p><b>IELTS</b> - Achieve a minimum score of 7.0 on the Academic Module</p> <p><b>CAEL</b> - Achieve a minimum 80 overall and 80 on each subtest</p>
<p><b>1.1.8 English Language Proficiency Test Exemption List</b></p> <p>Applicants holding secondary school diplomas and/or university degrees from certain countries, where the language of instruction is English, are exempt from the English Language Proficiency Test requirement. A list of additional countries exempt from the English Language Proficiency Test can be found at <a href="http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm">http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm</a></p>	
<p><b>1.1.9 Letters of Recommendation</b></p> <p>Letters of Recommendation are submitted electronically through the online application system. If recommendation forms are required, please contact the Faculty of Graduate Studies Office, <a href="mailto:graduate_studies@umanitoba.ca">graduate_studies@umanitoba.ca</a>. If submitting hard copies, recommendation letters must be received in individually sealed envelopes with the referee's signature across the closing flap of the envelope.</p> <p>Generally, two Letters of Recommendation must be submitted to the Faculty of Graduate Studies. Applicants should check with the unit to which they are applying as some units require more than two Letters of Recommendation.</p>	<p><i>Indicate if more than 2 letters are required</i></p>
<p><b>1.1.10 Admission Tests</b></p> <p>Some units require admissions tests, such as the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT). These requirements are listed in the supplemental regulations of the particular unit, and if required, the scores must be submitted at the time of application.</p>	<p>Not applicable</p>
<p><b>1.1.11 Entrance Requirements</b></p> <p>The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a 3.0 Grade Point Average (GPA) or equivalent in the last two previous years of full time university study (60 credit hours).</p>	<p>Criteria for admission:</p> <p>1) A four-year bachelor's degree with at least a B average (3.0 GPA) in the last 60 credit hours of study, to be completed before admission. Note that, due to the competitive nature of the admissions process, students with a higher GPA may have a greater chance of acceptance.</p>

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
	<p>2) Proficiency in the English language at levels noted in 1.1.7.</p> <p>3) At least one undergraduate-level course in human rights or equivalent field experience is preferred.</p> <p>4) Two letters of reference.</p> <p>5) Statement of interest (maximum two pages) that includes reasons for seeking admission, an outline of the applicant's relevant background, a tentative indication of whether the student is likely to pursue a thesis or practicum, and a potential thesis topic, if applicable.</p>
<p><b>1.1.12 Eligibility of University of Manitoba Staff Members</b></p> <p>A staff member at the University of Manitoba at the rank of Assistant Professor or above is not eligible to apply for admission to a graduate program in the unit in which the appointment is held.</p>	
<p><b>1.2 Registration Procedures</b></p> <p><b>1.2.1 Registration</b></p> <p>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 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 by registration deadline for the term specified in their letter of offer will be required to re-apply for admission. In exceptional circumstances and with prior approval from the unit, 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 unit, for up to one year following acceptance.</p> <p><b>All programs must be approved by the Head of the major unit or designate.</b> Approval to take courses from units outside the major unit must be obtained from the outside unit.</p> <p>The approval or denial of admission and registration to two programs rests with the Dean of the Faculty of Graduate Studies in consultation with the unit 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 (UMGF) and may limit other funding possibilities.</p>	
<p><b>1.2.2 Re-Registration</b></p> <p>Any student whose program of study extends for more than one year must re-register in both the fall and winter terms 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). <b>Failure to re-register will result in the discontinuation of his/her graduate status.</b> A student who has been discontinued and would like to be considered for continuation in a program must apply for re-admission, which is not guaranteed. The re-registration requirement does not apply to occasional students, visiting students, pre-Master's students or students on an Exceptional or Parental Leave of Absence (please refer to "Leave of Absence", Section 8 of this Guide).</p> <p>The notation 'Discontinued Graduate Program' will be placed on the academic record of any graduate student who has failed to maintain continuous registration.</p>	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p><b>1.2.3 Registration Revisions</b></p> <p>For designated periods subsequent to registration, approved revisions may be made. It is required that students adhere to dates and deadlines as published in the Academic Schedule of the Graduate Academic Calendar.</p> <p><b>Note:</b> Graduate students are not permitted to withdraw from courses without written permission from their unit Head on recommendation from their advisor/advisory committee. The notation "Required to Withdraw" will be placed on the academic record of any graduate student who has withdrawn from courses without such approval.</p>	
<p><b>1.2.4 Advisor Student Guidelines</b></p> <p>All students in thesis/practicum programs, in consultation with their advisor, are required to complete the Advisor Student Guidelines as soon as possible after registration but no later than at the time of submission of the first Progress Report. The Advisor Student Guidelines form is available through JUMP.</p>	
<p><b>1.2.5. Western Deans' Agreement</b></p> <p>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> <p>1.2.5.1 The Western Deans' Agreement normally provides an automatic tuition fee waiver for visiting students. Graduate students paying normal required tuition fees to their home institution will not pay tuition fees to the host institution.</p> <p>1.2.5.2 Program fees are always to be paid to the home institution, regardless of coursework taken at another institution. Students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. Wherever possible, these fees will also be waived.</p> <p>1.2.5.3 Students will qualify for the fee waiver if they:</p> <ul style="list-style-type: none"> <li>a) present the "Authorization Form: Western Deans' Agreement" signed by the Dean or designate and the unit Head or advisor of a participating Western institution specifying the courses to be taken for credit toward a graduate degree program at their home institution;</li> <li>b) are in good standing in a graduate program at the home institution;</li> <li>c) have paid all current and back fees at the home institution.</li> </ul> <p>1.2.5.4 Students must meet all requirements as prescribed by the host university's regulations, deadlines, class capacities, and course prerequisites.</p> <p>1.2.5.5 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 applicant's graduate degree program. Fee waiver is not permitted for audit or non-credit courses.</p> <p>1.2.5.6 Students must have the Authorization Form approved by the relevant unit 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.</p> <p>1.2.5.7 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</p>	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>arrange for official transcripts from the host institution to be sent to the home institution confirming successful completion of courses selected.</p> <p>1.2.5.8 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.</p> <p>1.2.5.9 Students may not claim fee waivers under the terms of this Agreement for a period of more than 12 months in total.</p> <p>1.2.5.10 Each institution has its own regulations regarding the maximum number of transfer credits permitted in a given degree program. A list of the participating Universities can be found at <a href="http://wcdgs.ca/">http://wcdgs.ca/</a></p>	
<p><b>1.3 Course Classifications</b></p> <p><b>1.3.1 General Classifications</b></p> <p>Students who register through Aurora Student Information System (Aurora Student) must also have prior approval of the unit Head or designate. Students registering through Aurora Student should add only those courses that are a Major course in their program. Courses with Auxiliary "X", Audit "A", or Occasional "O" status (see below) must be added by the unit.</p> <p>"X" Auxiliary course: Course is not a major requirement of the program but is required by the student's advisor.** Extra courses that are not part of the Master's or Ph.D. program but which are specified and required by the student's advisor, may be classified as X (Auxiliary) and the grade will not be included in the degree GPA which appears on the transcript. However, X course grades may be used in the calculation of the GPA for continuation in the program and a minimum grade requirement may be required for X coursework by the unit. (Please consult the individual unit's supplemental regulations.) Additionally, X courses are used in the calculation of the GPA for the purposes of Admission and Awards. (The University of Manitoba Graduate Fellowship (UMGF) and International Graduate Student Scholarship (IGSS) use X courses in the calculation of the GPA.) The student's advisor and unit Head must determine if there is a valid need for the registration in courses under the X classification. A maximum of 12 credit hours under the X course classification is permitted while registered in a given program.</p> <p>"A" Audit course: Course is not taken for credit. No grade is recorded. Additional fees will be assessed.</p> <p>"O" Occasional course: Course is not a requirement of the program. Additional fees will be assessed.</p> <p><b>** Note:</b> 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 <i>Calendar</i>.</p>	
<p><b>1.3.2 Continuing Courses (CO)</b></p> <p>For those graduate level courses (6000, 7000, and 8000) which are being taken by students enrolled in the Faculty of Graduate Studies and which continue beyond the normal academic term, the instructor shall recommend that a mark classification of "CO" be used until such time as a final grade can be established. If the course is not completed by August 31, the student must re-register for the course(s).</p> <p>In the absence of an assigned mark of "CO", the student may receive a mark of "F" in that term.</p> <p><b>Note:</b> A CO will normally not be permitted longer than twelve months. In exceptional circumstances, where a CO grade is requested for a second twelve months, at the time the CO grade is submitted, the instructor and unit Head must also submit the "Recommendation for Continuing Status of a Course" form stating the reason for the CO and the deadline by which the</p>	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>course must be completed.</p> <p><b>1.3.3 Incomplete Courses</b></p> <p>Students who are unable to complete the term work prescribed in a course may apply to the instructor prior to the end of term for consideration of a grade classification of "Incomplete". It is understood that the student is to write the final examination if one is scheduled for the course.</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>August 1<sup>st</sup> for courses terminated in April</p> <p>December 1<sup>st</sup> for courses terminated in August</p> <p>April 1<sup>st</sup> for courses terminated in December</p> <p>If a final grade is not reported within one month of the extension deadline, the Incomplete (I) classification 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>	
<p><b>1.4 Student Status/Categories of Students</b></p> <p><b>1.4.1 Full-Time And Part-Time Students</b></p> <p>Graduate students who are participating in studies on a regular basis in an academic term and/or are registered in the academic year are considered to be full-time students. Graduate student status is not determined by the number of credit hours taken per term. Therefore, such students who spend much of the time in a laboratory or library engaged in research or writing a thesis/practicum, or who spend part of the academic year engaged in research elsewhere, are regarded as full-time students.</p> <p>Student status should be determined by the student and advisor/co-advisor, and changes must be requested on the "Change of Status" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). The form must be approved by the unit Head and submitted to the Faculty of Graduate Studies.</p> <p>Declaration of full/part time status must be made prior to the end of the registration revision period in the Fall and/or Winter terms and within one month of the start of the Summer term.</p> <p><b>For every full year (twelve months) a Master's student is declared as part time they will receive an additional four months in time to complete their program. For every two years (24 months) a Master's student is declared as part time they will receive an additional year (12 months) in time to complete their program. For every two years (24 months) a Ph.D. student is declared as part time they will receive an additional four months in time to complete their program. Retroactive status changes will not be made.</b></p>	<p><i>Note: New calculation of full time equivalency of part-time status</i></p>
<p><b>1.4.2 Pre-Master's Or Qualifying Students</b></p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the unit may recommend that the student be admitted to a pre-Master's program of study. The pre-Master's program is intended to bring the student's standing to approximately the level of an Honours graduate in the major unit, and to provide any necessary prerequisites for courses.</p>	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p><b>1.4.3 Occasional Students</b></p> <p>A student wishing to take graduate courses with no intention of applying them toward an advanced degree at the University of Manitoba is classified as an occasional student. Occasional students must meet the same degree and grade point average entrance requirements as regular graduate students and must write final examinations in the courses taken (unless audited), but will not receive credit toward a degree. In special circumstances, an occasional student may apply for permission to proceed to a degree program and also apply for transfer, for credit, of courses previously taken in the occasional category. <b>Note:</b></p> <ol style="list-style-type: none"> <li>1. Transfer of courses from the “occasional” category to a degree program is not automatic: request for advance credit must be made within the first year of a degree program.</li> <li>2. Fees paid by a student while registered as an occasional student are not transferable, at a later date, to a degree program.</li> <li>3. Registration in the occasional student category can be for no more than one academic year without reapplication.</li> <li>4. At least 60% of coursework per academic year must be taken at the graduate level while registered as an occasional student.</li> </ol>	
<p><b>1.4.4 Joint Masters (With the University of Winnipeg)</b></p> <p>The University of Manitoba and the University of Winnipeg offer four joint Master’s programs: History, Religion, Public Administration, and Peace and Conflict Studies. The University of Manitoba Faculty of Graduate Studies is responsible for the administration of the joint programs, and students must complete the regular University of Manitoba application and registration forms. Students taking pre-Master’s qualifying work for these programs register at the university where the courses are being taken.</p>	
<p><b>1.4.5 Visiting Students</b></p> <p>Visiting students are students who are registered at another institution who are taking one or more courses at the University of Manitoba on a Letter of Permission from their home university. Visiting students must submit an application form, along with a \$100.00 (CDN) application fee, in addition to copies of transcripts from all institutions attended and a successfully completed English Language Proficiency Test from the approved list, if applicable. Applications should be submitted to the Faculty of Graduate Studies prior to the start of the intended term of study.</p>	
<p><b>SECTION 2: Academic Performance - General</b></p> <p><b>2.1 General Note</b></p> <p><b>Students are ultimately responsible for ensuring that they meet all degree and program requirements.</b> The advisor (and if appropriate co-advisor), advisory committee, and unit 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 periodically check all regulations with respect to the degree requirements. Failure to meet all the requirements will render a student ineligible to graduate.</p> <p>Units may make recommendations with respect to the regulations concerning minimum academic performance; however, enforcement of academic regulations rests with the Faculty of Graduate Studies. The following procedures apply to recommendations made by units:</p> <p>The unit is responsible for informing the Faculty of Graduate Studies when a student’s performance is unsatisfactory in research or coursework and the unit must outline any recommended remedial action(s).</p>	<p><i>For information specific to the Master’s use section (box) 4.7.3, and for information specific to the Ph.D. use section (box) 5.6; for information common to both programs, use this box; if this box is used, put references to this section in 4.7.3 and 5.6.</i></p>

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>The unit must notify the student of the deficiency and of its recommendation.</p> <p>If the student fails to satisfy any remedial action recommended, the student may be required to withdraw from the Faculty of Graduate Studies.</p> <p><b>Note:</b></p> <p>When a graduate student is required to withdraw from a program of study, the notation on the academic record will be: "Required to withdraw". Voluntary withdrawal from a program is only permitted if the student is in good academic standing.</p> <p>Recommendations of units 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 apply for admission to another graduate program only if the application for admission is approved by the Dean of the Faculty of Graduate Studies.</p>	
<p><b>2.2 Academic Performance</b></p> <p>Student progress shall be reported <b>at least</b> annually to the Faculty of Graduate Studies on the "Progress Report" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>).</p> <p>Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw.</p>	<p><i>Note: Progress Reports may be submitted more than annually</i></p>
<p><b>2.3 Performance in Coursework</b></p> <p>A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p> <p>A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. Each failed course may be repeated or replaced only once, to a maximum of 6 credit hours of coursework. If a course is repeated or replaced, the most recent grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of C or less in more than 6 credit hours of coursework are required to withdraw, unless otherwise stated in the unit's supplemental regulations. <b>Note:</b></p> <p>In exceptional circumstances, the unit may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.</p> <p>Supplemental exams are not permitted to students in the Master's or Ph.D. program, unless otherwise stated in the unit's supplemental regulations.</p> <p>All actions taken administratively are to be reported, in summary form, to the Faculty of Graduate Studies Executive Committee.</p>	<p><i>For information specific to the Master's use section (box) 4.7.4, and for information specific to the Ph.D. use section (box) 5.6.1; for information common to both programs, use this box; if this box is used, put references to this section in 4.7.4 and 5.6.1.</i></p>
<p><b>SECTION 3: General Regulations: Pre-Master's</b></p> <p><b>3.1 Admission and Program Requirements</b></p> <p>Graduates of bachelor degree programs with a minimum grade point average (GPA) of 3.0 in the last two 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. Units may specify higher or additional criteria. <u>Admission to a pre-Master's program does not guarantee future</u></p>	<p>There is no pre-master's program in MHR.</p>

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p><u>admission to a Master's program.</u> 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, units should assign to students, as part of their pre-Master's program of study, an appropriate number of applicable upper level (3000 or 4000) undergraduate courses. Courses at the 7000 level or above cannot be taken in a pre-Master's program. Courses taken as part of the pre-Master's program may not be transferred to a Master's program at a later date.</p>	
<p><b>3.2 Academic Performance</b></p> <p>3.2.1. The unit Head is responsible for assigning the courses and monitoring the progress of each student.</p> <p>3.2.2. A minimum degree grade point average of 3.0 with no grade below C+ must be maintained to continue in a pre-Master's program. Students who fail to maintain this standing will be required to withdraw unless remedial action recommended by the unit (as described below) is approved by the Dean of the Faculty of Graduate Studies.</p> <p>3.2.3. Students deficient in 6 hours of credit or less may be permitted to write a supplemental examination (when offered in the unit's supplemental regulations) in courses in which a grade of C or less was obtained.</p> <p>3.2.4. 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 in the unit's supplemental regulations), to repeat the courses, or to take equivalent substitute courses.</p> <p><b>Note:</b> In exceptional circumstances, when a student is deficient in more than 6 credit hours, the student may be permitted to repeat the pre-Master's year, or to write supplemental examinations (when offered), or to substitute equivalent coursework 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 a supplemental examination or repeating courses only once for each course to a maximum of 9 credit hours of coursework.</p> <p>If a course is repeated or a supplemental examination is written, the most recent 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><b>SECTION 4: General Regulations: Master's</b></p> <p><b>4.1 General</b></p> <p>Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (<a href="http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html">http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html</a>), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, progression and completion. Individual units may offer Master's programs by one or more of the following programs:</p> <ul style="list-style-type: none"> <li>• Thesis/practicum-based;</li> </ul>	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<ul style="list-style-type: none"> <li>• Course-based/comprehensive;</li> <li>• Accredited professional.</li> </ul> <p><b>4.2 Diploma Programs</b></p> <p>The regulations for the Master's program shall also prevail for diploma programs. All students should consult the unit supplemental regulations regarding diploma programs.</p>	
<p><b>4.3.1 General Criteria</b></p> <p>Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:</p> <ul style="list-style-type: none"> <li>• Graduates of four-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from: <ul style="list-style-type: none"> <li>○ Canadian institutions empowered by law to grant degrees; or</li> <li>○ Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.</li> </ul> </li> <li>• Graduates from first-cycle Bologna compliant degrees.</li> <li>• Students who have completed the pre-Master's program from: <ul style="list-style-type: none"> <li>○ the University of Manitoba; or</li> <li>○ Canadian institutions empowered by law to grant degrees; or</li> <li>○ Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies.</li> </ul> </li> </ul> <p>All students applying for a Master's degree program must have attained a minimum GPA of 3.0 in the last two full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.</p>	<p><i>Relevant information could include:</i></p> <ul style="list-style-type: none"> <li>• <i>Minimum admission criteria (beyond FGS requirements)</i></li> <li>• <i>Admission/selection committee composition (if applicable)</i></li> <li>• <i>Admission/selection procedures</i></li> <li>• <i>Indicate which specific major areas are acceptable</i></li> </ul> <p>An admissions/selection committee composed of MHR Program Committee members will review all applications.</p> <p><i>Please refer to section 1.1.11.</i></p>
<p><b>4.3.2 Pre-Master's Programs</b></p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the unit may recommend that the student be admitted to a pre-Master's program of study (Section 3).</p> <p>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 in the major unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.</p>	
<p><b>4.4 Program Requirements</b></p> <p>In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the unit and may follow the unit's supplemental regulations. Any single course cannot be used for credit toward more than one program.</p>	
<p><b>4.4.1 Thesis/Practicum Route</b></p> <p>A minimum of 12 credit hours of coursework, unless otherwise stated in the unit's supplemental regulations, plus a thesis or practicum. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the unit's supplemental regulations indicate otherwise. The student must complete the thesis/practicum at the University of Manitoba.</p>	<p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</i></p> <p>Students will complete 18 course credits and one of the following:</p> <ul style="list-style-type: none"> <li>• a practicum and a major research project or</li> <li>• a thesis.</li> </ul>

Note:

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	<p>Students must complete four required graduate courses and at least three elective graduate-level (7000), law or post-baccalaureate (5000-level) courses from an approved list posted on the MHR website.</p> <p><b>Required courses:</b></p> <ul style="list-style-type: none"> <li>- HMRT 7100: Theory and Practice of Human Rights: Critical Perspectives (3 Credit hours)</li> <li>- HMRT 7200: Selected Topics in Human Rights Research and Methods (3 Credit hours)</li> <li>- HMRT 7300: Human Rights Law (3 Credit hours)</li> <li>- GRAD 7500: Academic Integrity (0 credit hours)</li> </ul> <p>After the completion of 9 credit hours within the program, students must apply for either the thesis stream or the practicum stream.</p> <p><b>Practicum stream</b> (no credit)</p> <ul style="list-style-type: none"> <li>- GRAD 7030: Master's Practicum &amp;</li> <li>- HMRT 7400: Major Research Project in Human Rights</li> </ul> <p>Students applying for the practicum stream must submit:</p> <ul style="list-style-type: none"> <li>• a two- to three-page document specifying particular areas of research interest, and</li> <li>• potential practicum work sites.</li> </ul> <p><b>Thesis stream</b> (no credit)</p> <ul style="list-style-type: none"> <li>- GRAD 7000: Master's Thesis</li> </ul> <p>Students applying for the thesis stream must submit:</p> <ul style="list-style-type: none"> <li>• an updated statement regarding the proposed area of research to ensure MHR faculty can support the proposed research project;</li> <li>• an MA transcript;</li> <li>• support from two faculty members willing to work on the thesis, and</li> <li>• previous MHR course papers.</li> </ul> <p>Students in both streams submit their applications to their advisors. The advisor will consult with the professor teaching the practicum course, where applicable, and may consult with the student's other professors. The advisor will make a recommendation to the director of the program, who makes the final decision and notifies the MHR committee and the student.</p>
<p><b>4.4.2 Course-based/Comprehensive Examination Route</b></p> <p>A minimum of 24 credit hours of coursework and comprehensive examination(s). The minimum must include at <b>least 18 credit hours at the 7000 level or above</b> with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed unless supplemental regulations indicate otherwise.</p>	<p><i>Note: Minimum of 18 credit hours must now be taken at the 7000 level or above.</i></p> <p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</i></p> <p>Not applicable.</p>
<p><b>4.4.3 Accredited Professional Route</b></p> <p>The credit hours and course requirements shall reflect the requirements of the external accrediting body.</p>	
<p><b>4.4.4 Language Reading Requirements</b></p>	<p><i>Indicate if (or if not) required</i></p>

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>Some units specify a language requirement for the Master's degree. Students should check unit supplemental regulations regarding this requirement.</p>	<p>MHR students whose original language is English are required to demonstrate working knowledge of a second language by the time of graduation. Note that American Sign Language is among the languages recognized by the program. To satisfy the language requirement, students must either:</p> <ul style="list-style-type: none"> <li>• provide evidence of competence in a second language, such as a high school graduation certificate or transcript in that language, description of work experience in the second language or transcript of advanced education in the second language; or</li> <li>• pass a language competency test approved by the MHR program; or</li> <li>• complete a program-approved language course and obtain a grade of B or better. This course will be taken in addition to the 18 required course credits. Students who hope to work internationally should consider selecting one of the official languages of the United Nations (Arabic, Chinese, French, Russian and Spanish) or another world language such as German.</li> </ul>
<p><b>4.4.5 Advanced Credit</b></p> <p>Advance credit for courses completed prior to admission to a Master's program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completing the "Recommendation for Advance Credit (Transfer of Courses)" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>).</p> <ul style="list-style-type: none"> <li>• Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section).</li> <li>• No more than half of the required coursework for the program can be given advance credit.</li> <li>• A course may not be used for credit toward more than one program.</li> <li>• The student must register at The University of Manitoba for at least two terms within a single academic year as a full-time student and must also complete the thesis at the University of Manitoba.</li> </ul> <p>Regardless of the extent of advanced credit received, all students are required to pay applicable program fees.</p>	
<p><b>4.4.6 Transfer Credit</b></p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ul style="list-style-type: none"> <li>• must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;</li> <li>• are considered on an individual basis;</li> <li>• cannot be used for credit towards another degree;</li> <li>• may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.</li> </ul>	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; an original transcript and course equivalency must be provided.</p>	
<p><b>4.4.7 Time in Program</b></p> <p>The minimum time for students in the Master's program is equivalent to two terms. Most units require more than this and students should check unit supplemental regulations regarding specific requirements.</p> <p>The maximum time allowed for the completion of the Master's degree is four years for students declared as full-time s and six years for students declared as part-time ( see section 1.4.1). Individual units and/or programs may have specified minimum and maximum time limits, and students should periodically check unit supplemental regulations regarding these specific requirements.</p> <p>Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies <b>at least three, but no more than four, months</b> prior to expiration of the respective maximum time limit.</p> <p>A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p>	<p><i>Note: Maximum time to completion is now 4 years for full-time students. See section 1.4.1 for criteria relating to full-time and part-time status.</i></p>
<p><b>4.5 Student's Advisor/Co-Advisor</b></p> <p>Each student should have an advisor upon entry into the program, and must have one assigned no later than one term following registration. The advisor must:</p> <ul style="list-style-type: none"> <li>• hold at least a Master's degree or equivalent</li> <li>• be a member of the Faculty of Graduate Studies,</li> <li>• have expertise in a discipline related to the student's program, and</li> <li>• must hold an appointment in the student's unit.</li> </ul> <p>It is the responsibility of the unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or special circumstances must be recommended by the unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.</p> <p>In units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the unit Head, within one term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.</p> <p>In special circumstances, an advisor and co-advisor, upon approval of the unit Head may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor. Together the advisor/co-advisor shall fulfill the role of advisor. When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both co-advisors' signatures are required on all documents where the advisor's signature is required.</p> <p>The advisor/co-advisor will advise the student on a program of study, direct research, and supervise the thesis or practicum work.</p> <p>The advisor and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor and the student are required</p>	<p><i>Must a student have an advisor identified at time of admission?</i></p> <p>Each student will be assigned a program advisor at the time of admission in consultation with the MHR Program Committee. The advisor shall be an MHR professor or adjunct.</p> <p>The Program Advisor is a member of the Faculty of Graduate Studies and is responsible for advising the student on the program of study and monitoring the student's progress, including conducting progress reviews as required.</p> <p>The Program Advisor serves as an interim Major Research Project (or Thesis) Advisor and normally the Program Advisor becomes the Major Research Project (or Thesis) Advisor. The Major Research Project (or Thesis) Advisor is the person primarily responsible for guiding and supervising the student through the Program.</p>

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<p>to sign the agreement; if the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit Graduate Chair, Head of the unit or the Dean of the Faculty of Graduate Studies.</p> <p>Should, during the student's program, the relationship between the student and advisor significantly deteriorate, the matter should be referred to the unit Graduate Chair, the Head of the unit or to the Dean of the Faculty of Graduate Studies.</p> <p>All students should consult unit supplemental regulations for specific details regarding advisor/co-advisor requirements.</p>	
<p><b>4.6 Advisory Committee</b></p> <p><b>4.6.1 Thesis/Practicum Route</b></p> <p>Advisory committees are normally selected by the advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her research program. The advisory committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.</p> <p>Additional specifications regarding the advisory committee are found in the unit supplemental regulations and students should consult these regulations for specific requirements.</p> <p><b>4.6.2 Course-based/Comprehensive Examination Route</b></p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit's supplemental regulations and students should consult these regulations for specific requirements.</p> <p><b>4.6.3 Accredited professional programs</b></p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit's supplemental regulations and students should consult these regulations for specific requirements.</p>	<p>Thesis option: The thesis advisory committee shall consist of the student's adviser, a University of Manitoba faculty member outside the MHR program and either another MHR professor/adjunct or a qualified person external to the University of Manitoba (a faculty member from another university or an academically qualified staff member of a human rights organization).</p> <p>Major research project option: The student's advisor will consult a second reader following submission of the paper. The second reader will normally be selected by the advisor in consultation with the MHR program director.</p>
<p><b>4.7 Courses and Performance</b></p> <p><b>4.7.1 Course or Program Changes</b></p> <p>Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and unit 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><i>It is recommended that units require a Program of Study and Appointment of Advisory Committee form (analogous to that required by FGS for PhD students) for internal use</i></p>
<p><b>4.7.2 Lapse of Credit of Courses</b></p> <p>Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.</p>	<p><i>Note: Lapse of course credit is now <b>7 years</b>.</i></p>
<p><b>4.7.3 Academic Performance</b></p> <p>Student progress shall be reported <b>at least</b> annually to the Faculty of Graduate Studies on the "Progress Report" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies</p>	<p><i>Is a reference to section 2.1 necessary?</i></p>

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<p>on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw.</p>	
<p><b>4.7.4 Performance in Coursework</b></p> <p>A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p>	<p>A student may not remediate a course in which a grade lower than a C+ was assigned due to academic dishonesty. See section 2.3.</p>
<p><b>4.7.5 Performance not related to Coursework</b></p> <p>In some units, students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is outlined in individual unit supplemental regulations and students should consult these supplemental regulations for specific requirements. Unacceptable performance must be reported to the Faculty of Graduate Studies on the "Progress Report Form" (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the unit Head to the Dean of the Faculty of Graduate Studies.</p>	<p><i>Additional examples could include attendance in seminars, standards of ethical behavior, professional dress codes, etc.</i></p> <p>Mandatory professional seminars (non-credit): These seminars are intended to provide grounding in the skills required to undertake human rights work and will include such topics as non-academic writing (reports, funding applications, policy briefs, legislation etc.) social media, cross-cultural communication, budgeting, negotiation, professional ethics, working with journalists, presentation skills, grant writing, human rights curation, and career paths. Tours will also be arranged of local archives and museums and relevant historical sites.</p>
<p><b>4.8 Requirements for Graduation</b></p> <p>All students must:</p> <ul style="list-style-type: none"> <li>• maintain a minimum degree grade point average of 3.0 with no grade below C+,</li> <li>• meet the minimum and not exceed the maximum course requirements, and</li> <li>• meet the minimum and not exceed the maximum time requirements.</li> </ul> <p>Individual units may have additional specific requirements for graduation and students should consult unit supplemental regulations for these specific requirements.</p>	
<p><b>4.8.1 Thesis/Practicum Route</b></p> <p><b>4.8.1.1 Thesis vs. Practicum</b></p> <p>Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum.</p> <p>A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The rigour required for the practicum is equal to that required for the thesis. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual units have specific requirements for graduation and students should consult unit supplemental regulations for specific requirements.</p> <p>The thesis is developed under the mentorship of the advisor/co-advisor. Individual units may have specific guidelines regarding the thesis proposal and its acceptance by the student's advisory committee/unit Head; students should consult unit supplemental regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research.</p>	<p><i>Thesis/Practicum Proposal:</i> Provide details of proposal format, page limits, other guidelines, evaluation procedures, who approves the proposal; at what point in the program is the thesis proposal to be completed; is the oral presentation completed in open or closed session; is unanimous approval required; can a thesis proposal that is not approved the first time be resubmitted, etc.</p> <p><b>Thesis Proposal</b> Students must complete a thesis proposal. The proposal may be submitted after the student has completed 9 credit hours of coursework. Students should normally submit their thesis proposals within three months of completing their coursework to maintain momentum, structure, continuity and connection with the program and faculty.</p> <p>Under the supervision of the Thesis Advisor, the student must prepare a 10-15 page written thesis proposal that is submitted to the Thesis Advisory Committee. The student is required to defend the thesis proposal orally in <b>open session</b>. The proposal will outline in some detail the problem the student intends to investigate.</p>

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It should include an introduction, a context section, the theoretical background of the study, the methodology to be used, the research questions, and the significance of the study.

The Thesis Advisor will call a Thesis Advisory Committee meeting to consider the adequacy of the proposal. The Advisor must provide written notices to each member of the Thesis Advisory Committee advising them of the oral defence date. Students must submit the written proposal to each member of the Thesis Advisory Committee at least two weeks prior to the meeting. Students should normally defend their thesis proposals within six months of completing their coursework to maintain momentum, structure, continuity and connection with the program and faculty. The student will formally present the proposal in a forum open to all faculty members and graduate students of the Program.

The purposes of the proposal examination meeting are:

- 1) to enable the Thesis Advisory Committee to assess the student's preparation for undertaking independent graduate research;
- 2) to consider the feasibility of the proposed research; and
- 3) to provide necessary feedback for further advancement of the research.

The Thesis Advisor shall chair the thesis proposal defence. All members of the Thesis Advisory Committee shall be present at the proposal defence unless specifically exempted by the Chair of the MHR Program Committee. The student and committee members must be present in person or via video- or tele-conference.

The proposal meeting will be chaired by the Advisor, and will have the following steps:

- 1) introduction by the Advisor;
- 2) presentation of highlights of the research proposal by the student;
- 3) review of the proposal by the Thesis Advisory Committee and oral defence by the student;
- 4) evaluation of the proposal by the Thesis Advisory Committee on a pass/fail basis.

For a successful oral defence, the decision of the Thesis Advisory Committee must be by majority. Unanimity is not required. Students whose proposals pass with revisions must complete the revisions under the supervision of the Thesis Advisor. The feedback received must be incorporated into the document. Unsuccessful candidates will be allowed a second attempt within 2 months of the first attempt.

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Following the successful defence of the thesis proposal, the Thesis Advisor should work with the student and the Thesis Advisory Committee to address any concerns raised in the proposal meeting.

After successful defence of the thesis proposal, the student may proceed to the stage of research and thesis writing. See the Thesis Guidelines on the Faculty of Graduate Studies website

[http://umanitoba.ca/faculties/graduate\\_studies/thesis/250.html](http://umanitoba.ca/faculties/graduate_studies/thesis/250.html)

Where the research involves human subjects, data collection shall not proceed until the thesis proposal has been approved and until approval has been secured from the relevant University of Manitoba Research Ethics Board.

If a candidate fails a Thesis proposal on two occasions he/she will be required to withdraw from the program.

#### **Thesis**

The MHR thesis is an independently written research document on a topic of relevance to human rights. The thesis would normally range from 80 to 100 pages of double-spaced typescript, including notes and bibliography. The thesis should demonstrate that the student has mastery of the specific field of human rights research under investigation, and is fully conversant with the relevant literature. The thesis should also demonstrate that the candidate has made a contribution to knowledge in the field of human rights research.

The thesis may entail co-operation with other faculties at the University of Manitoba, and agencies in the local and wider global community. In general, the overall goal of the thesis is to build or apply theory through disciplined and focused independent study. Consequently, the thesis should be based on scholarly study and research that encompasses both theoretical and empirical aspects of human rights research.

#### **Practicum**

The student, under the supervision of a site supervisor, will accrue at least 300 hours at a practicum site, usually during the summer. Students will meet with the course instructor on a regular basis to discuss related topics, experiences and to problem-solve issues that may arise in the sites. Students are responsible for maintaining a *Log of Practicum Hours and Project Notes*. This log is to be signed by the site supervisor and submitted at the end of the semester to the faculty member teaching the practicum course and supervising the practicum.

The Practicum Agencies that participate in the practicum course will be selected because of the potential opportunities for student learning, unique program focus, and direct application of human rights skills and knowledge. Every agency must have staff members who apply human rights analysis in their professional work.

Students will be asked to make a specific positive contribution to the operation of their host organizations in

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	<p>the form of a report, curriculum module, work of art, documentary film, workshop, website, strategic plan, or other such project. Prior to the start of this field experience, students will spend two to three weeks orienting themselves regarding the organization. The final phase involves writing a reflective paper of approximately 4,000 words.</p> <p><b>Major Research Project (following the practicum)</b> The Major Research Project in Human Rights is primary research on a human rights topic that leads to an original 7,500 to 10,000 word paper that could be submitted for academic or professional journal publication. Students will select an advisor in consultation with the MHR director and develop a topic, in many cases inspired by their practicum experience. The resulting paper will be reviewed by the advisor and a second reader, who will offer constructive criticism. The student will then present his or her revised research results at a student-led symposium dedicated to this purpose, after which a passing or failing grade will be assigned by the advisor.</p>
<p><b>4.8.1.2 Examining Committee</b></p> <p>The advisor will recommend an examining committee to the unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the “Master’s Thesis/Practicum Title and Appointment of Examiners” form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). This form must be approved by the Dean of the Faculty of Graduate Studies prior to the distribution of the thesis</p> <p>Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the unit’s Supplemental regulations. The examining committee must consist of a minimum of three members (including the advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. All examiners must be deemed qualified by the unit Head and be willing to serve. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual units require specific requirements for examination and students should consult unit supplemental regulations for specific requirements.</p> <p>The Head of the unit arranges for the distribution of the thesis/practicum to the examiners. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories:</p> <ul style="list-style-type: none"> <li>• Acceptable, without modification or with minor revision(s); or</li> <li>• Acceptable, subject to modification and/or revision(s); or</li> <li>• Not acceptable.</li> </ul>	<p><i>Specify how the examining committee differs from the advisory committee</i></p> <p><b>Thesis stream:</b> Normally the Thesis Advisory Committee serves as the Thesis Examining Committee. The Thesis Advisory Committee must consist of a minimum of three persons (see 4.6.1).</p> <p><b>Practicum stream:</b> The instructor teaching the course evaluates the practicum and the student’s advisor evaluates the major research project.</p>
<p><b>4.8.1.3 Oral Examination</b></p> <p>For units requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary regulations of the unit. Students should consult these supplemental regulations for specific requirements. A student has the right to an examination of the thesis/practicum if he/she believes it is ready for examination. It is the unit’s responsibility to warn the student of any risk involved should he/she decide to proceed against the unit’s recommendation.</p> <p>All members of the examining committee should be present at the examination.</p>	<p><i>Note: There is provision for a dissenting voice in the outcome of the evaluation of the oral examination and written thesis.</i></p> <p><i>Provide details of scheduling of the oral examination, format and procedures of the examination, time constraints on oral presentation, duration of questioning by examiners, number of rounds of questions, etc.</i></p> <p>The examination of the thesis and its subsequent oral defence is carried out according to the regulations of the Faculty of Graduate Studies. When the thesis has been</p>

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<p>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 unit Head shall recommend such action to the Dean of the Faculty of Graduate Studies who shall then approve that the final examination be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies.</p> <p>Following completion of the examination of the thesis/practicum, examiners will consider the oral examination and the written thesis/practicum.</p> <p>The examiners will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the thesis 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.</p> <p>The judgement of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms “approved” or “not approved” on the thesis/practicum final report form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). Each examiner must indicate his/her opinion by his/her signature. If two or more examiners do not approve the thesis, then the student is deemed to have failed the defence.</p> <p>The examining committee may recommend to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.</p>	<p>developed to the point where the student, the other members of the Examining Committee, and the Advisor are satisfied that it is ready to be examined, the Thesis Advisor will submit a written statement to this effect to the Faculty of Graduate Studies.</p> <p>The Thesis will follow the procedures as outlined by the Faculty of Graduate Studies. The oral defence of the thesis is open to all members of the University of Manitoba community.</p> <p>The final examination for the MHR thesis proceeds in two stages: a) the student will first present a summary (10-15 minutes) of the research contribution; and b) the examination of the candidate’s thesis.</p> <p>Typically there are 2 rounds of questioning permitted; the first of 10 minutes for each examiner, and the second of 5 minutes for each examiner.</p> <p>The examination portion should not exceed 70 minutes.</p> <p>The Examining Committee will meet in private to determine if the thesis and defence is acceptable without modification, acceptable with minor revisions, acceptable with major revisions, or not acceptable. Members of the Examining Committee may require that they review revisions to the thesis or may decide to have the Advisor supervise the revisions. The Examining Committee’s decision is then announced to the candidate. A thesis may not be formally submitted for examination more than twice.</p>
<p><b>4.8.1.4 Failure</b></p> <p>In the case of a failure of the thesis/practicum at the Master’s level, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student and advisor/co-advisor.</p> <p>A student will be required to withdraw when the thesis/practicum has been rejected twice at the stage where:</p> <ul style="list-style-type: none"> <li>• The examining committee reports on the merits of the written thesis;</li> <li>• The defence; or</li> <li>• A combination of both stages.</li> </ul> <p>The examining process should be completed within one month of distribution of the thesis/practicum.</p>	<p><i>The report from the Chair should include how the first failure will be addressed and a timeline for when the second attempt should occur.</i></p> <p><i>The Advisor and the Thesis Examining Committee will work closely with the student on the thesis to address all of the committee’s concerns. A second attempt shall be allowed within six months of the first attempt.</i></p> <p>If a candidate fails a Thesis defence on two occasions he/she will be required to withdraw from the program.</p>

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p><b>4.8.2 Course-based/Comprehensive Examination Route</b></p> <p>Students must demonstrate his/her mastery of their field. The specific procedures for evaluation of this mastery are stated in individual units' supplemental regulations. Students should consult unit supplemental regulations for specific requirements.</p> <p>In those units where comprehensive examinations are required, students should consult unit supplemental regulations for specific requirements. The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the Report on Comprehensive Examination form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>) in the terms "pass" or "fail." No student may sit comprehensive examinations more than twice. Any student who receives a "fail" on the comprehensive examination twice will be required to withdraw from the Faculty of</p>	<p><i>Provide details of structure, format, duration of examination, composition of examining committee, evaluation criteria, etc.</i></p>

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Faculty of Graduate Studies Regulation	Supplemental Regulation
Graduate Studies.	
<p><b>4.9 Style and Format</b></p> <p>The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (see <b>Appendix 1</b>).</p>	
<p><b>4.10 Deadlines for Graduation</b></p> <p>The final requirements of the degree, in the form of the final report on the thesis/practicum (and the corrected copy of the thesis/practicum); comprehensive examination; or M. Eng. project, design thesis, must be submitted to the Faculty of Graduate Studies by the appropriate deadline. For those programs that do not have a culminating exercise (thesis/practicum/comprehensive examination/M.Eng. project/Design thesis) the unit must forward potential graduate names to the Faculty of Graduate Studies by the deadline. The deadline for each of the graduation dates is published in the Academic Schedule of the <a href="#">Academic Graduate Calendar</a>.</p> <p><b>4.11 Details for Submissions of the Final Copy</b></p> <p>Following the approval of the thesis/practicum by the examining committee and the completion of any revisions required by that committee, the thesis/practicum, must be submitted to the Faculty of Graduate Studies as follows:</p> <ul style="list-style-type: none"> <li>• One digital version submitted as an e-thesis/practicum at the MSpace website (<a href="https://mspace.lib.umanitoba.ca/index.jsp">https://mspace.lib.umanitoba.ca/index.jsp</a>)</li> <li>• Final approval and release forms.</li> </ul>	
<p><b>4.12 Publication and Circulation of Thesis/Practicum</b></p> <p>Every graduate student registering in a thesis/practicum Master's program at The University of Manitoba shall be advised that, as a condition of being awarded the degree, 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><b>Note:</b> 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 with the Faculty of Graduate Studies. 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/practicum at The University of Manitoba should be included.</p> <p><b>Notes:</b></p> <p><b>Patents</b> –Refer to section 6 “Policy of Withholding Theses Pending Patent Applications” in this Guide.</p> <p><b>Restriction of Theses/Practica for Publication</b> – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one year after submission of the digital version of a thesis or</p>	<p>One digital version of the approved thesis must be submitted as an e-thesis at the MSpace website: <a href="https://mspace.lib.umanitoba.ca/index.jsp">https://mspace.lib.umanitoba.ca/index.jsp</a></p> <p>The e-thesis is the official copy. Students are encouraged to review the e-thesis submission requirements prior to creating a digital version. Electronic multimedia files or accompanying files that are part of an e-thesis should be posted to MSpace as separate files. Students are encouraged to provide each committee member with a bound copy of the thesis.</p>

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.</p> <p><b>Library and Archives Canada</b> – Library and Archives Canada obtains a copy of the thesis via the University's MSpace repository.</p>	
<p><b>SECTION 5: Doctor of Philosophy General Regulations</b></p> <p>The degree of Doctor of Philosophy (Ph.D.) is granted only upon evidence of general proficiency and of distinctive attainment in a special field. In particular, the candidate must demonstrate an ability for independent investigation, original research or creative scholarship. This is expected to be presented in a thesis with a degree of literary skill and by an oral examination wherein the candidate exhibits mastery of their field. The Ph.D. is a research degree and is not conferred by the University of Manitoba solely as a result of coursework study.</p> <p>Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (<a href="http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html">http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html</a>), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, progression and completion.</p> <p><b>5.1 Admission</b></p> <p><b>5.1.1 General criteria</b></p> <p>Normally, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program. However, the criteria for admissions into the Ph.D. program are more stringent than for Masters' programs; therefore, the completion of a Master's program does not guarantee admission into the Ph.D. program. Some units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.</p>	<p>There is no Ph.D. offered in MHR.</p>
<p><b>5.1.2 Direct Admission from the Bachelor's Honours or equivalent</b></p> <p>With special recommendation of the unit concerned, applicants with an honours Bachelor's degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study). Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual unit's approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for 3 years.</p>	
<p><b>5.1.3 Transfer from the Master's to the Ph.D. program</b></p> <p>Students who have not completed a Master's program may transfer to the Ph.D. program within the same unit upon the recommendation by the Head of the unit to the Faculty of Graduate Studies. The recommendation should be made within 18 months of the student's commencement of the Master's program. The coursework completed and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual unit's approved Supplemental regulations specify otherwise.</p> <p>The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one 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 (<a href="http://umanitoba.ca/faculties/graduate_studies/media/cte_selection_report.pdf">http://umanitoba.ca/faculties/graduate_studies/media/cte_selection_report.pdf</a>); and in the case where the student does not hold a Master's degree, a letter of recommendation from the Head of</p>	

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>the unit.</p> <p>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.</p> <p>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 unit on the recommendation of the student's advisor/co-advisor and Head of the unit, provided that 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. Transfers later than 12 months must pay an application fee and their fees will be assessed as a 3 year Ph.D.</p>	
<p><b>5.1.4 Provisional Admission to the Ph.D.</b></p> <p>Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the unit and the Faculty of Graduate Studies to complete dual registration in the Master's and Ph.D. program simultaneously.</p>	
<p><b>5.1.5 English Language Proficiency</b></p> <p>Applicants whose first language is not English and who have not resided in a designated English-speaking country for three years immediately prior to application must provide proof of English language proficiency. Normally, this is done by providing results directly to the Faculty of Graduate Studies from one of the following recognised English language competency tests:</p> <ul style="list-style-type: none"> <li>• MELAB – Minimum Final score of 80</li> <li>• TOEFL – Minimum iBT score of 80, or a minimum PBT 550</li> <li>• canTEST – Minimum band of 4.5 in Listening and Reading, and a band of 4.0 in Writing</li> <li>• IELTS – Minimum score of 6.5 on the Academic Module</li> <li>• CAEL – Minimum 60 overall and 60 on each subject</li> <li>• AEPUCE – Minimum 65% overall.</li> </ul> <p>The language competency test may be waived if the applicant has completed a degree at a recognised University where the language of instruction is English. Some units specify an additional language requirement for the Ph.D. degree. Students should check unit supplemental regulations regarding this requirement.</p> <p>In all cases, test scores older than two years are invalid.</p>	
<p><b>5.1.6 Students with Disabilities</b></p> <p>See Accommodation Policy for Students with Disabilities:</p> <p><a href="http://umanitoba.ca/admin/governance/governing_documents/students/281.html">http://umanitoba.ca/admin/governance/governing_documents/students/281.html</a></p>	
<p><b>5.2 Student Advisor, Co-advisor and Advisory Committee</b></p> <p><b>5.2.1 Student Advisor</b></p> <p>Every Ph.D. student must have an advisor, appointed by the Head of the unit. The advisor is responsible for supervising the student's graduate program. The advisor is the student's first</p>	

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point of contact at the University of Manitoba, and therefore should be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic unit. The advisor is directly responsible for the supervision of the student's graduate program. In this capacity, the advisor assists the student in planning the graduate program, and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic unit, the Faculty of Graduate Studies, the university, and external funding agencies. The academic advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the unit and the Faculty of Graduate Studies.

The advisor must:

- be a member of the Faculty of Graduate Studies,
- hold a Ph.D. or equivalent\*,
- be active in research,
- have expertise in a discipline related to the student's program, and
- hold an appointment in the student's unit

\*Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case by case basis and assessed by the potential advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not considered *per se* to be equivalent to a Ph.D.

Usually the student and the advisor choose to work together by mutual agreement. In units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the unit 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. This interim period must not exceed eighteen months after entry in to the program before a permanent advisor is chosen.

The advisor and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor and the student are required to sign the agreement; if the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit Graduate Chair, the Head of the unit or the Dean of the Faculty of Graduate Studies.

Should, during the student's program, the relationship between the student and advisor significantly deteriorate, the matter should be referred to the unit Graduate Chair, the Head of the unit or to the Dean of the Faculty of Graduate Studies.

### 5.2.2 Co-advisor

In special circumstances, upon approval of the Head of the unit, an advisor and co-advisor may advise a student.

The co-advisor must:

- be a member of the Faculty of Graduate Studies,
- hold a Ph.D. or equivalent\*,
- be active in research, and
- have expertise in a discipline related to the student's program

\*Equivalency will be approved by the Dean of the Faculty of Graduate Studies, determined on a

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>case by case basis and assessed by the potential co-advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not considered <i>per se</i> to be equivalent to a Ph.D.</p> <p>The co-advisor will usually be identified either:</p> <p>A) at the beginning of a student's program in situations where:</p> <ol style="list-style-type: none"> <li>1. the student desires to draw equally upon the expertise of two individuals, or</li> <li>2. the project is interdisciplinary in nature and requires the expertise of two advisors from their respective disciplines, or</li> </ol> <p>B) mid-way through a student's program due to:</p> <ol style="list-style-type: none"> <li>1. the student's project developing in such a way as he/she requiring an additional advisor from a different discipline, or</li> <li>2. the unit introducing a new Faculty member, to the standards of the unit, whose expertise facilitates the student's project.</li> </ol> <p>When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.</p> <p>In all instances the Faculty of Graduate Studies must be informed of the co-assignment.</p>	
<p><b>5.2.3 Advisory Committee</b></p> <p>The Head of the unit is responsible for the establishment of an advisory committee for each Ph.D. student. Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her program. 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 unit and one of whom must hold no appointment within the unit. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee. Advisory committee meetings which must be held at least annually are not intended to take the place of meetings between the student and advisor, which should occur with much greater frequency than the advisory committee meetings.</p>	
<p><b>5.3 Program of Study</b></p> <p>As soon as possible, but no later than 24 months after a student has commenced their program, the student's program of study should be registered with the Faculty of Graduate Studies and should include:</p> <ul style="list-style-type: none"> <li>• information about the minimum or expected time for completion of the degree;</li> <li>• coursework to be taken;</li> <li>• any foreign language requirement;</li> <li>• the research area in which the thesis will be written.</li> </ul> <p>The approval of the student's advisor/co-advisor and the Head of the unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory</p>	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
committee and the Head of the unit. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.	
<p><b>5.4 Program Requirements</b></p> <p>All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved unit supplemental regulations:</p> <ul style="list-style-type: none"> <li>• Where admission to the Ph.D. is directly from a Master's degree, a <u>minimum</u> of 12 credit hours at the 7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000 level must be at the 3000 level or above. For those students who hold a Master's degree, a maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.*</li> <li>• Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a <u>minimum</u> of 24 credit hours plus a thesis is required. The coursework must include a <u>minimum</u> of 18 credit hours at the 7000 level or higher with the balance of the coursework at the 3000 level or higher. For those students who do not hold a Master's degree, a maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.*</li> </ul> <p>*Unless professional accreditation requirements and/or supplemental regulations indicate otherwise.</p>	
<p><b>5.4.1 Language Reading Requirements</b></p> <p>Some units specify a language requirement for the Ph.D. degree. Students are advised to check unit Supplemental regulations regarding this requirement.</p>	
<p><b>5.4.2 Advance Credit</b></p> <p>Advance credit for courses completed prior to admission to a Ph.D. program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completion of the "Recommendation for Advance Credit (Transfer of Courses)" form.</p> <ol style="list-style-type: none"> <li>1. Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section).</li> <li>2. No more than half of the required coursework for the program can be given advance credit.</li> <li>3. A course may not be used for credit toward more than one degree, diploma or certificate.</li> <li>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.</li> <li>5. Regardless of the extent of advanced credit received, all students are required to pay the program fee.</li> </ol>	
<p><b>5.4.3 Transfer Credit</b></p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ol style="list-style-type: none"> <li>1. must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;</li> <li>2. are considered on an individual basis;</li> <li>3. cannot be used for credit towards another degree ;</li> <li>4. may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours</li> </ol>	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>of coursework required.</p> <p>Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; an original transcript and course equivalency must be provided.</p>	
<p><b>5.4.4 Lapse of Credit of Courses</b></p> <p>Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.</p>	
<p><b>5.5 Time Limits</b></p> <p><b>5.5.1 Minimum Time Limit</b></p> <p>The minimum time requirement for the program of study for a Ph.D. degree will normally be two 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 the Faculty of Graduate Studies on the recommendation of the student's advisory committee.</p> <p><b>5.5.2 Maximum Time Limit</b></p> <p><b>A student's candidature shall lapse if he/she fails to complete the degree within six years following initial registration in the Ph.D. program.</b> 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 the Faculty of Graduate Studies.</p> <p>A student who has not completed the degree requirements within the time limit or within the time limit of any extension that has been granted (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".</p>	
<p><b>5.6 Academic Performance</b></p> <p>Student progress shall be reported <b>at least</b> annually to the Faculty of Graduate Studies on the "Progress Report" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw.</p>	
<p><b>5.6.1 Performance in Coursework</b></p> <p>A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p>	
<p><b>5.6.2 Performance Not Related to Coursework</b></p> <p>Students may be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, unsatisfactory attendance and lack of progress in research and/or thesis preparation. The student's advisory committee will make a recommendation for required withdrawal to the Head of the unit. The Head of the unit may 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>	
<p><b>5.7 Academic Requirement for Graduation</b></p>	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>A cumulative degree grade point average of 3.0 or greater is required in those courses that constitute the program of study for graduation in the Faculty of Graduate Studies.</p>	
<p><b>5.8 Candidacy Examination</b></p> <p>The candidacy examination is an absolute requirement of the Faculty of Graduate Studies and, as such, cannot be waived under any circumstances. However, the format and content of the candidacy exam 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><b>At the time specified by the advisory committee--normally within the first year after the completion of the Ph.D. program coursework but in no case later than one year prior to expected graduation--the student must successfully complete the formal candidacy examination.</b></p> <p>The examination is conducted according to a procedure established by the unit and approved by the Academic Guide Committee of the Faculty of Graduate Studies. Please see the unit supplemental regulations for the format and composition of the examination committee for the candidacy examination. The Candidacy Examination must be held at the University of Manitoba.</p> <p><b>This examination, which is independent from the thesis Proposal</b>, may be oral, written, or both and may cover subjects relevant to the general area of the candidate's research. These must be made known to the students.</p> <p>A pass decision of the examiners must be unanimous. Students must be provided with feedback on their performance and access to the reasons for the pass/fail.</p> <p>The Dean of the Faculty of Graduate Studies must be informed whether the candidate has passed or failed the candidacy examination on the "Report on Ph.D. Candidacy Examination" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>).</p> <p>Any student who fails the candidacy examination twice will be required to withdraw from the Faculty of Graduate Studies.</p> <p>On successful completion of this examination, the student will be considered a candidate for the Ph.D. degree.</p>	
<p><b>5.9 Thesis Proposal</b></p> <p>Some units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific unit supplemental regulations. If units require thesis Proposal approval, <b>this exercise is independent from the candidacy examination</b>. Regardless, the proposed thesis research must be approved by the advisory committee and, if necessary, by the Human Research Ethics Board or Animal Care Committee before the work has begun on the thesis research or project.</p>	
<p><b>5.10 Thesis</b></p> <p>An essential feature of Ph.D. study is the candidate's demonstration of competence to complete a research project and present the findings. The thesis must constitute a distinct contribution to knowledge in the major field of study, and the research must be of sufficient merit to be, in the judgement of the examiners, acceptable for publication.</p> <p>The thesis must be written according to a standard style acknowledged within the candidate's particular field of study and recommended by the unit, be lucid and well written, and be reasonably free from errors of style and grammar (including typographical errors).</p>	

Note:

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<p>The final version of the thesis must be submitted by the candidate to the Faculty of Graduate Studies following the guidelines found at:  <a href="http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html">http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html</a></p>	
<p><b>5.11 Thesis Examination Procedures</b></p> <p>The final examination for the Ph.D. degree proceeds in three stages (see <a href="#">Figure 5-1</a>):</p> <ol style="list-style-type: none"> <li>1. Examination of the candidate's thesis by an internal examining committee.</li> <li>2. Examination of the candidate's thesis by an external examiner.</li> <li>3. Oral examination of the candidate by all examiners on the subject of the thesis and any matters relating thereto.</li> </ol>	
<p><b>5.11.1 Formation of the Examining Committee I - University of Manitoba (Internal) Examiners</b></p> <p>The candidate's advisor (and, if appropriate, co-advisor) is considered to be a voting member of the examining committee. The candidate's advisor (and, if appropriate, co-advisor) is considered to be a voting member of the examining committee. The candidate's advisor/co-advisor, in consultation with the Head of the unit, will recommend at least three internal thesis examiners to the Dean of the Faculty of Graduate Studies for approval via the Thesis Submission Portal on JUMP. One member must hold a primary appointment within the unit and one member must hold no appointment within the unit. All internal examiners must be members of the Faculty of Graduate Studies. Under normal circumstances these will be members of the candidate's advisory committee, if not, approval must be obtained from the Dean of the Faculty of Graduate Studies.</p>	
<p><b>5.11.2 Formation of the Examining Committee II - External Examiner</b></p> <p>The candidate's advisor/co-advisor, in consultation with the advisory committee, will recommend the names of three distinguished scholars from outside the University of Manitoba with particular experience in the field of the thesis research and Ph.D. student advisory/examination experience to serve as the external examiner to the Dean of the Faculty of Graduate Studies for approval via the Thesis Submission Portal on JUMP. The recommendations should, if possible, include a brief CV of each of the prospective external examiners and a short statement detailing the rationale behind the recommendations, the prospective external examiners' qualifications, including a current list of his/her scholarly publications and research activities and, importantly, their experience with graduate student education. No contact should be made with any of the prospective external examiners. If any of the recommended examiners does not meet the following criteria, specified below, a detailed explanation should be included with the rationale for the recommendation.</p> <p><b>The external examiner should:</b></p> <ul style="list-style-type: none"> <li>• hold a Ph.D. or equivalent;</li> <li>• hold the rank of Associate Professor, Full Professor, Senior Scholar or Emeritus Professor (or the equivalent if outside North America) at a university, or have comparable expertise and standing if not a faculty member at a university ;</li> <li>• have an established reputation in the area of the thesis research and be able to judge whether the thesis would be acceptable at an institution comparable to the University of Manitoba; and</li> <li>• have significant recent experience with the supervision and/or examination of Ph.D. students.</li> </ul> <p>The external examiner should not:</p> <ul style="list-style-type: none"> <li>• have acted as an external examiner for the same Ph.D. supervisor within the previous two years;</li> <li>• have been associated with the candidate at any time or in any significant way in the</li> </ul>	

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<p>past five years, present or reasonably foreseeable future (advisor/co-advisor, colleague, teacher, co-author of published material, family member <i>etc.</i>); or</p> <ul style="list-style-type: none"> <li>• be associated with the candidate's advisor/co-advisor in any of the following ways:</li> <li>• former student;</li> <li>• research advisor/co-advisor;</li> <li>• research collaborator within the last five years;</li> <li>• co-author of published material within the last five years. <ul style="list-style-type: none"> <li>○ have had a significant academic disagreement with the candidate, the advisor/co-advisor or any member of the advisory committee.</li> </ul> </li> </ul> <p>The Dean of the Faculty of Graduate Studies will choose the external examiner from the list provided by the candidate's advisor/co-advisor and will make the formal invitation to the external examiner. The Dean of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until it has been determined that the student can proceed to oral defence.</p>	
<p><b>5.11.3 Changes in the Examining Committee</b></p> <p>The Dean of the Faculty of Graduate Studies must approve changes in the membership of the examining committee. No changes shall be made in the examining committee after the thesis is submitted to the Faculty of Graduate Studies. Should the thesis not be submitted for examination within 12 months after the appointment of the examining committee, the committee appointment will lapse and the process shall revert to 5.11.1 above.</p>	
<p><b>5.11.4 Distribution of the Thesis for Examination</b></p> <p>It is the responsibility of the Faculty of Graduate Studies to distribute the electronic version of the thesis to all examiners. The Faculty of Graduate Studies shall attempt to ensure that the thesis is distributed to examiners as soon as possible after the submission of all required documentation. The Academic Schedule in the Graduate Calendar should be consulted regarding dates by which theses must be submitted.</p> <p>Once the thesis has been submitted to the Faculty of Graduate Studies, neither the candidate nor the advisor/co-advisor shall have any communication with the examining committee regarding the thesis. However should the need arise, the external examiner may contact the Dean of the Faculty of Graduate Studies to discuss any issues related to the thesis.</p>	
<p><b>5.11.5 Responsibilities of the Examiners</b></p> <p>In general the examiners are responsible for:</p> <ul style="list-style-type: none"> <li>• ensuring that the thesis and the candidate meet recognised scholarly standards for a Ph.D.</li> <li>• appraising the underlying assumptions, methodology, findings, and scholarly significance of the findings of the thesis</li> <li>• ensuring that the thesis is organized, presents data and uses accepted conventions for addressing the scholarly literature in an acceptable manner</li> <li>• evaluating that the candidate has the ability to present their findings orally and demonstrate their scholarship by responding to questions and defending the thesis</li> </ul> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. Any potential breach of academic integrity should be reported to the Dean of the Faculty of Graduate Studies for investigation by the Vice President (Research and International).</li> <li>2. Submission of previously published, peer-reviewed material in the thesis does not preclude its examination, either as a written document being reviewed by examiners or at the thesis defence.</li> </ol>	
<p><b>5.11.6 Process</b></p>	

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**Internal Examiners**

The Dean of the Faculty of Graduate Studies will request the internal examiners to give, within **three (3) weeks** of the distribution of the thesis, a detailed written report of the thesis and place it into one of the following categories:

1. The thesis represents a distinct contribution to the candidate's field of research and is acceptable as it stands. Minor revisions to content, structure, or writing style may be required. The thesis may proceed to external distribution.
2. The thesis has merit and makes a contribution to the candidate's field; however, there are research-related concerns that have the potential to be addressed in the oral examination. The structure and writing style are acceptable or require only minor revisions. The thesis may proceed to external distribution.
3. The thesis has some merit, but is not acceptable in its current state and requires major revisions to one or more of its core components, such as research content, structure or writing style. The thesis cannot proceed to external distribution.
4. The thesis is unacceptable with respect to its core components, such as research content, structure, and writing style. The thesis cannot proceed to external distribution.

**If none or one (the dissenting voice) of the internal examiners fails the thesis (i.e. places it in categories 3 or 4 above), the thesis receives an internal pass and shall proceed to external distribution. The candidate's advisor (and, if appropriate, co-advisor) may also wish to submit a report. The candidate's advisor (and, if appropriate, co-advisor) may also wish to submit a report. Prior to external distribution, the candidate shall have the opportunity to incorporate changes suggested by the examining committee but not necessarily those of the dissenting voice. It is the responsibility of the advisor/student to provide a copy of the revised thesis to all internal committee members prior to the oral defence.**

**If two or more of the internal examining committee fail the thesis (i.e. places the thesis in categories 3 or 4 above) then the thesis fails.**

If the thesis fails, the unit Head shall convene a meeting of the internal examining committee and the candidate's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard for a second submission to the internal examining committee. In normal circumstances, this will involve additional scholarly work which the unit Head will describe, in writing, to the advisor/co-advisor, the candidate and the Dean of the Faculty of Graduate Studies.

If more than one of the internal examining committee members fail the resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to external distribution, and the candidate is required to withdraw from the Faculty of Graduate Studies.

The awarding of a passing grade by an individual internal examiner does not preclude them from awarding a failing grade at a subsequent stage in the examination process.

**External Examiner**

The Dean of the Faculty of Graduate Studies will request the external examiner to give, within **three (3) weeks** of the distribution of the thesis, a detailed written report of the thesis and rate it either as a pass or a fail. The Dean of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until it has been determined that the student can proceed to oral defence.

- If the external examiner passes the thesis, the student can proceed to oral defence.
- If the external examiner fails the thesis, the unit Head shall convene a meeting of the internal examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard. In normal circumstances, this will

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<p>involve additional scholarly work which the unit Head will describe, in writing, to the advisor/co-advisor, the candidate and the Dean of the Faculty of Graduate Studies.</p> <p>If the external examiner fails a resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to oral defence, and the candidate is required to withdraw from the Faculty of Graduate Studies.</p> <p>The awarding of a passing grade by an external examiner does not preclude them from awarding a failing grade at a subsequent stage in the examination process.</p> <p><b>Reports</b></p> <p>If advancement to the oral examination is approved, as outlined above, the Dean of the Faculty of Graduate Studies shall provide electronic copies of all reports to each of the advisor/co-advisor, examiners and Head of the unit.</p>	
<p><b>5.12 The Oral Examination</b></p> <p><b>5.12.1 Scheduling</b></p> <p>Units cannot proceed with scheduling the oral defence prior to receiving the approved examiners report from the Faculty of Graduate Studies. The examination must be held at the University of Manitoba. It is the responsibility of the unit to ensure that all room booking arrangements are made and appropriate facilities meet minimum standards expected for a Ph.D. defence. In addition, the candidate must submit, in electronic format biographical information and an abstract of the thesis to the Faculty of Graduate Studies.</p>	
<p><b>5.12.2 Attendance</b></p> <p>The Dean of the Faculty of Graduate Studies or designate shall act as Chair of the examination committee.</p> <p>The attendance of the external examiner in person at the candidate's oral examination is encouraged. If the external examiner will not be present in person, his/her participation via video conferencing is expected.</p> <p>It is required that all internal members of the examining committee be present at the defence, unless exceptional circumstances prevent this and with prior approval of the Dean of the Faculty of Graduate Studies. Regardless, no more than two participants can use video conferencing.</p> <p>Under no circumstances can the candidate participate by video conferencing.</p> <p>Normally, the oral examination shall be open to all members of the University of Manitoba community and the general public. In exceptional cases the final oral examination may be closed; for example, when the results of the thesis research must be kept confidential for a period of time. In such cases, the examination committee and Head of the unit shall request prior approval in writing from the Dean of the Faculty of Graduate Studies. If approved, the final oral examination shall be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies or designate.</p> <p>Regardless of open or closed status, no recording devices will be permitted.</p>	
<p><b>5.12.3 Format of the Examination</b></p> <p>The first part of the oral examination shall consist of an oral presentation by the candidate. This is followed by examination of the candidate by the examination committee. If time permits the Chair, at their discretion, may allow questions from members of the audience</p>	

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<p><b>5.12.4 Procedures for the Conduct of the Examination</b></p> <p>The Chair should discuss the examination procedures with the examiners in camera prior to the beginning of the formal examination.</p> <p>The Chair will introduce the candidate and request him/her to give a concise (20 to 25 minute) oral presentation of the thesis to include a summary of the problem addressed, the results obtained and the conclusions drawn from the study.</p> <p>Following the presentation, the Chair will invite questions from each member of the examining committee, taking care to ensure that each examiner has approximately equal time for questions. The total time for questions by the examining committee must not exceed two (2) hours.</p> <p>The Chair may exercise his/her discretion in allowing questions from the audience following completion of the formal examination. Once assuming the role of Chair, he/she foregoes the right to comment on the merits of the thesis whether or not he/she is an expert in the field.</p>	
<p><b>5.12.5 Decision of the Committee:</b></p> <p>Following completion of the formal examination, the candidate and audience must leave the examination room. The decision of the examining committee will be based both on the content of the thesis and on the candidate's ability to defend it.</p> <p>The judgement of the examiners shall be reported by the Chair to the Faculty of Graduate Studies in the qualitative terms "pass" or "fail" on the "Final Examination of the Ph.D. Thesis" form.</p> <ul style="list-style-type: none"> <li>• Pass: the candidate has satisfactorily presented their findings orally and answered, to the satisfaction of the examination committee, the methodology, observations and conclusions presented in the thesis. The advisor/co-advisor is charged with ensuring that any minor editorial or typographical revisions are satisfactorily completed. Those examiners in agreement must indicate, by their signatures, concurrence with the passing grade.</li> <li>• Fail: the candidate has failed to adequately orally present, or satisfactorily respond to questions posed related to, the thesis. This shall include significant defects in conception, methodology or context. Those examiners in agreement must indicate, by his/her signature, concurrence with the failing grade.</li> </ul> <p>If the external examiner <b>or</b> two or more internal examiners indicate a fail, the candidate fails the examination. A copy of the report, including providing written detailed reasons for the decision, will be made available to the candidate by the Dean of the Faculty of Graduate Studies.</p>	
<p><b>5.13 Candidate Awards</b></p> <p>The examination committee may recommend in writing to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.</p>	
<p><b>5.14 Graduation</b></p> <p>The candidate will be recommended for the Ph.D. degree upon receipt by the Faculty of Graduate Studies of favourable reports by the thesis examining committee, a corrected copy of the electronic version of the thesis submitted to MSpace, final approval and release forms, and providing all other degree requirements have been satisfied.</p> <p><b>Patents</b> –Refer to section 6 "Policy of Withholding Theses Pending Patent Applications" in this Guide.</p> <p><b>Restriction of Theses for Publication</b> – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access</p>	

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<p>for a period up to one year after the submission of the digital version of a thesis to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.</p> <p><b>Library and Archives Canada</b> – Library and Archives Canada obtains a copy of the thesis via the University's MSpace repository.</p>	
<p><b>5.15 Student Withdrawal</b></p> <p>A student will be required to withdraw when the Ph.D. thesis has been rejected twice at the stage where:</p> <ol style="list-style-type: none"> <li>The internal examining committee reports on the merits of the written thesis;</li> <li>The external examiner reports on the merits of the written thesis;</li> <li>The oral examination; or</li> <li>A combination of any of these stages.</li> </ol>	
<p><b>SECTION 6: Policy of Withholding Thesis Pending Patent Applications Content or Manuscript Submission</b></p> <p>In 1970 the University of Manitoba Board of Governors and Senate approved a policy on accepting research grants from outside agencies. This policy defined the right of agencies to defer release of information and thus ensure freedom of publications for research findings of University personnel. Occasionally, the University may also wish to restrict the release of a thesis pending patent application. For additional details, see the University of Manitoba governing document: <a href="http://umanitoba.ca/admin/governance/governing_documents/community/235.html">http://umanitoba.ca/admin/governance/governing_documents/community/235.html</a></p> <p>This situation may arise in the two circumstances defined below, both of which are governed by the same set of regulations.</p> <ol style="list-style-type: none"> <li>Where 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 research, then the regulation given below will apply.</li> <li>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 regulation will apply concerning the release of the thesis.</li> </ol> <p><b>Regulations Concerning Release of a Thesis During Application and Negotiation For Patents</b></p> <p>The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor and the student, the Dean will retain the thesis for a period not to exceed one year.</p> <p><b>Regulations Concerning Release of Thesis Pending Manuscript Submission</b></p> <p>The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor and the student, the Dean will keep the thesis for a period up to one year.</p>	
<p><b>SECTION 7: Extension of Time to Complete Program of Study Content</b></p> <p>All requests for extensions will normally be dealt with administratively and reported, in summary form, to the Executive Committee of Graduate Studies for information. The student must complete the "Request for Extension" form</p>	

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<p><a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a> and submit it to his/her major unit for recommendation to the Faculty of Graduate Studies <b>at least three, but no more than four, months</b> prior to expiration of the respective maximum time limit. Requests for an extension are reviewed by the Faculty of Graduate Studies on a case by case basis.</p> <p>Requests for extension must be accompanied by a realistic timeline that has been agreed upon by the student and advisor/co-advisor and endorsed by the unit Head. The extension time requested must closely reflect the time required to complete the program.</p> <p><b>The normal time requested for extensions is four to eight months. More than one extension period may be considered. However the total approved for all extensions will not normally exceed one year.</b></p>	
<p><b>Section 8: Leaves of Absence</b></p> <p><b>8.1 Regular Leave</b></p> <p>A regular leave is intended to allow students to meet responsibilities/plans related to family, travel or employment and circumstances not covered by the parental or exceptional leaves. At the student's request, the Head of the unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted a leave of absence for a period of time not to exceed one year. While on leave of absence, a student would not be expected to conduct study and/or thesis research work. Students on regular leaves of absence will be required to maintain continuous registration and pay the appropriate continuing fee. If a student has program 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 Faculty of Graduate Studies regulations.</p> <p><b>*Program Fees:</b> The continuing fee in effect at the time of the granting of the leave will be levied. However, if the student returns from leave in January, the normal tuition fee will be levied less the continuing fee already paid.</p>	
<p><b>8.2 Exceptional Leave</b></p> <p>In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), at the request of the student the Head of the unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted an exceptional leave of absence for a period of time not to exceed one year. While on an exceptional leave of absence, a student is not permitted to maintain study and/or thesis research work, would not be required to maintain continuous registration, nor pay tuition fees. In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave is not intended to cover circumstances related to travel, employment or financial concerns.</p>	
<p><b>8.2.1 Fees</b></p> <p>Students are not expected to pay fees for the term in which they have been granted an exceptional leave. Upon return from the exceptional leave, students will be assessed fees as determined by the Registrar's Office.</p>	
<p><b>8.3 Parental Leave</b></p> <p>A graduate student who is expecting a child or who has primary responsibility 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 unit, normally for a leave of four to twelve months. Leaves of other duration will be considered on an individual basis. Parental leaves must correspond with (an) academic term(s). While on leave of absence for parental reasons, a student is not permitted 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><b>8.3.1 Fees</b></p> <p>Students are not expected to pay fees for the term in which they have been granted a parental leave. Upon return from the parental leave students will be assessed fees as determined by the</p>	

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<p>Registrar's Office.</p> <p><b>Note:</b> At the time of approval of an application for leave, the procedures for the return of the student to the unit at the completion of the leave must be stipulated.</p>	
<p><b>8.4 Awards and Leave of Absence</b></p> <p>Students granted exceptional or parental leave will retain the full value of a University of Manitoba Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such an award will be suspended at the onset of the leave and reinstated at the termination of the leave period (4 to 12 months) provided that the student returns to full time study at that time.</p> <p><b>Note:</b> Other awards will be paid according to the conditions established by the donor or granting agency.</p>	
<p><b>8.5 Graduate Student Vacation Entitlement</b></p> <p>Students are entitled to three weeks of vacation over a 12-month period.</p>	
<p><b>SECTION 9: Appeals – Procedures and Guidelines</b></p> <p><b>9.1 General</b></p> <p>Students who disagree with a decision have access to appeal routes as laid out by various Faculty of Graduate Studies and University of Manitoba appeal procedures. Student appeals may be limited by the scope of the inquiry available at each level and category of appeal, as well as 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 of the Faculty of Graduate Studies.</p> <p>Students are referred to the appeals section of the University of Manitoba Governing Documents (<a href="http://umanitoba.ca/admin/governance/governing_documents/index.html">http://umanitoba.ca/admin/governance/governing_documents/index.html</a>) for further details.</p> <p>For students registered in Joint Master's Programs (University of Manitoba and University of Winnipeg) there is a different process for handling appeals and academic dishonesty cases than for University of Manitoba students in regular programs (not Joint Programs). This process is outlined in the Joint Master's Program Governing Documents available at <a href="http://umanitoba.ca/faculties/graduate_studies/media/JMP_Regulations.pdf">http://umanitoba.ca/faculties/graduate_studies/media/JMP_Regulations.pdf</a>.</p>	
<p><b>9.2 Definitions</b></p> <ul style="list-style-type: none"> <li>• “Appellant” – the graduate student appealing a decision affecting the student’s own admission to, academic standing in, awards from or disciplinary action by a unit or the Faculty of Graduate Studies;</li> <li>• “Appeal Panel” – a panel convened from the members of the Faculty of Graduate Studies Appeals Committee by the Executive Committee of the Faculty of Graduate Studies empowered to deal with appeals stemming from decisions of units or the Faculty of Graduate Studies, or individuals designated to make such decisions;</li> <li>• “Unit” – the unit council, or appeal body, whose decision is being appealed. This is understood to include decisions taken by individuals or committees acting in the name of the unit and also to the supplementary regulations pertinent to a unit’s operation which have been approved by the Faculty of Graduate Studies;</li> <li>• “Respondent” – a representative of the unit or the Faculty of Graduate Studies designated by the unit Head/Dean of the Faculty of Graduate Studies to represent the</li> </ul>	

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unit or Faculty of Graduate Studies.	
<p><b>9.3 Types of Appeal</b></p> <p>There are several areas of appeal which are open to appellants:</p> <ul style="list-style-type: none"> <li>• admission;</li> <li>• academic;</li> <li>• discipline;</li> <li>• administration (e.g. Fee appeals).</li> </ul> <p>In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Faculty of Graduate Studies Appeal Panel is appealable only to the Senate Committee on Appeals or the University Discipline Committee, as appropriate.</p>	
<p><b>9.4 Admission Appeals</b></p> <p>Please refer to University of Manitoba Governing Documents: Students: Policy: Admission Appeals Procedures and Guidelines  <a href="http://umanitoba.ca/admin/governance/governing_documents/students/286.html">http://umanitoba.ca/admin/governance/governing_documents/students/286.html</a></p>	
<p><b>9.5 Academic Appeals</b></p> <p><b>9.5.1 Composition</b></p> <p>Faculty members or students are disqualified from participating on an Appeals Panel if he/she:</p> <ul style="list-style-type: none"> <li>• holds any academic appointment in the unit in which the appellant is registered;</li> <li>• is/was a student in the unit in which the appellant is registered;</li> <li>• was, as an individual, or as a member of a committee or board, responsible for making the decision being appealed.</li> </ul> <p><b>Note:</b> All members of an Appeal Panel shall participate in all of the deliberations essential for the determination of the matter in dispute. If, in the course of hearing an appeal, a member is not present at the commencement of the hearing or a member cannot continue, the Panel may elect to proceed in the absence of that member. If more than one member is not present at the commencement or cannot continue, the Appeal Panel must adjourn.</p>	
<p><b>9.5.2 Consideration</b></p> <p>Appeal Panels will consider appeals:</p> <ul style="list-style-type: none"> <li>• stemming from a decision of a unit on academic matters (e.g. failure in a course) only after they have been dealt with by the appropriate unit-level appeal process (if any), as is outlined in its supplementary regulations;</li> <li>• stemming from a decision of the Faculty of Graduate Studies following the recommended action of a unit (e.g., qualifying examinations, candidacy examinations, thesis proposals, thesis examinations), only after they have been dealt with by the appropriate unit-level appeal process (if any), as outlined in its supplementary regulations;</li> <li>• stemming from a decision of the Faculty of Graduate Studies.</li> </ul> <p>In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals (see <a href="http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_policy.html">http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_policy.html</a>).</p>	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p><b>9.5.3 Grounds for an Academic Appeal</b></p> <p>The Appeal Panel shall only consider an appeal if there is some evidence that:</p> <ul style="list-style-type: none"> <li>• the unit or the Faculty of Graduate Studies failed to follow the rules of natural justice;</li> <li>• the unit or the Faculty of Graduate Studies failed to follow procedures;</li> <li>• a unit or Faculty of Graduate Studies regulation has been unfairly or improperly applied, or has become inapplicable through lapse of time;</li> <li>• there are documented mitigating circumstances (e.g. medical, compassionate);</li> <li>• there is apparent conflict between a Senate Regulation, a Faculty of Graduate Studies policy and/or a unit regulation.</li> </ul> <p><b>Note:</b> It shall be the responsibility of the appellant to indicate clearly and specifically the grounds warranting consideration of the appeal.</p>	
<p><b>9.5.4 Academic Appeal Deadlines</b></p> <p><b>9.5.4.1 Appeal of Term Work:</b></p> <p>Students are encouraged to discuss matters relating to grading of term work with their instructor in the first instance. Further appeals of grades on academic term work shall be directed, by the appellant, to the unit responsible for the course within ten (10) working days after the grades for term work have been communicated to students. Following receipt of the appropriate appeal form and evidence of payment of the refundable appeal fee, the unit shall consider the appeal and provide a decision within fifteen (15) working days.</p>	
<p><b>9.5.4.2 Appeal of Faculty of Graduate Studies Decision:</b></p> <p>An appeal of action taken by any unit, committee, administrator or faculty member within the Faculty of Graduate Studies must be submitted in writing by the appellant to the Dean of the Faculty of Graduate Studies within fifteen (15) working days of the date from the date that the appellant was informed in writing of the action to be appealed.</p>	
<p><b>9.5.4.3 Appeals to Senate:</b></p> <p>As per the University of Manitoba Governing Documents: Students: Policy: Appeals Procedures and Guidelines (<a href="http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_procedures.html">http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_procedures.html</a>), appeals to the Senate Committee on Appeals shall be filed with the University Secretary within twenty (20) working days after the mailing of the notice of decision from which the appeal is made.</p>	
<p><b>9.5.5 Academic Appeals Process</b></p> <p><b>9.5.5.1 Documentation</b></p> <p>The Dean of the Faculty of Graduate Studies may, on consideration, attempt first to reach an informal solution. If that is judged by the Dean of the Faculty of Graduate Studies to be inappropriate or unfeasible, an Appeal Panel will be formed.</p> <p>The Dean of the Faculty of Graduate Studies shall inform the appropriate unit head of the nature of the appeal, forward a copy of the appellant's written submission, and request a written response to the appeal within ten (10) working days. An Appeal Panel will be struck and a meeting set by the Dean of the Faculty of Graduate Studies as soon as possible after receipt of the written response from the respondent.</p> <p>The appellant shall receive, through the Dean of the Faculty of Graduate Studies, the response of the respondent 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 the Faculty of Graduate Studies to the individuals</p>	

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<p>affected, giving the specific time and place for a hearing.</p> <p>All documentation that the Appeal Panel will consider shall be made available through the Dean of the Faculty of Graduate Studies Office to both the appellant and the respondent in advance of the hearing. No additional materials should be presented at the time of the hearing. In the case where a request is made to submit additional materials, the Chair may postpone the hearing and allow no more than ten (10) working days for the other party to respond to the new materials.</p> <p><b>9.5.5.2 Hearing</b></p> <p>The appellant and respondent shall have the right to appear before the Appeal 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 the Faculty of Graduate Studies shall be notified not less than four working days prior to the hearing of the names of all witnesses that are to be called and shall inform the other party.</p> <p>The appellant shall be advised by the Dean of the Faculty of Graduate Studies of the right to appear in person or to be represented by the student advocate, a fellow student or other full-time member of the University community not receiving payment for appearing, or working for legal aid.</p> <p>In addition, if the appellant wishes, one member of his/her immediate family, and a lawyer, may be present, but only as observers who do not participate. The Dean of the Faculty of Graduate Studies must be notified of any persons to be accompanying the appellant at least four working days prior to the hearing.</p> <p>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. During the hearing, the appellant or the respondent may request a change in the open or closed nature of the hearing, at which time the Appeal Panel shall determine its procedures.</p> <p>As the first item of business in dealing with any appeal, the Appeal Panel shall convene (in closed session) to consider whether:</p> <ul style="list-style-type: none"> <li>• the Hearing should be an open or closed session;</li> <li>• whether there are sufficient grounds to proceed with the Hearing;</li> <li>• whether the Panel has jurisdiction to determine the matter at hand.</li> </ul> <p>If necessary, the Appeal Panel may hear submissions from either party on any of these points. Normally, the appellant and the respondent will be present during the presentation of the other's case.</p> <p>When an Appeal Panel determines that there are insufficient grounds or that it lacks the jurisdiction to proceed with an appeal hearing, it shall report its reasons to the Dean of the Faculty of Graduate Studies.</p> <p>Both the appellant (and/or representative) and respondent(s) (and/or representative) will be invited to make opening statements, including calling any witnesses. These statements will be subject to questioning by members of the Appeal Panel and cross-examination by the other party. Both the appellant (and/or representative) and respondent(s) (and/or representative) will be invited to make closing statements at which point no new information may be introduced.</p> <p>The Appeal Panel may request either the appellant or the respondent(s) to provide additional information, or of its own volition call additional witnesses, before reaching a decision. This should be accompanied by a statement that the parties have a right to be made aware of the</p>	
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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>Panel's request for information and the results thereof.</p> <p>All parts of the meeting required by the Appeal Panel to deliberate or determine resolution of the appeal shall be held in camera.</p>	
<p><b>9.5.5.3 Disposition</b></p> <p>The Chair of the Appeal Panel shall inform the Dean of the Faculty of Graduate Studies in writing of the disposition of the appeal, the reasons for the decision, and any actions that may result. The Dean of the Faculty of Graduate Studies shall, in turn, inform the appellant and the unit in writing of the disposition of the appeal, the reasons for the decision and any actions that may result. The further right of appeal to the Senate Committee on Appeals should be acknowledged, along with any relevant time limits. The Dean of the Faculty of Graduate Studies may inform the unit of any recommendations brought forward by the Appeal Panel.</p>	
<p><b>9.6 Discipline Appeals</b></p> <p>The specific jurisdiction of each of the Disciplinary Authorities is outlined in: University of Manitoba Governing Documents: Students: Bylaw: Student Discipline. See 2.3.3: Table 1: Jurisdiction of Disciplinary Authorities  <a href="http://umanitoba.ca/admin/governance/governing_documents/students/868.html">http://umanitoba.ca/admin/governance/governing_documents/students/868.html</a></p> <p>When the appeal is against a disciplinary decision made by the Faculty of Graduate Studies, the appeal routes and procedures as outlined in the following shall prevail: University of Manitoba Governing Documents: Students: Procedures: Student Discipline  <a href="http://umanitoba.ca/admin/governance/governing_documents/students/868.html">http://umanitoba.ca/admin/governance/governing_documents/students/868.html</a></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 (also commonly referred to as the "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>	
<p><b>9.6.1 Discipline Appeal Deadlines</b></p> <p>If a student wishes to appeal a decision, the notice of appeal must be delivered in writing to the appropriate person(s) within ten (10) working days of the student being notified of the decision the student intends to appeal.</p>	
<p><b>9.6.2 Appeal of Violation/Penalty</b></p> <p>As per section 2.7.2 of the University of Manitoba Governing Documents: Students: Procedures: Student Discipline  <a href="http://umanitoba.ca/admin/governance/governing_documents/students/870.html">http://umanitoba.ca/admin/governance/governing_documents/students/870.html</a></p> <p>The student shall clearly indicate in the notice of appeal whether they are appealing the decision on:</p> <p>(a) the finding of facts;</p> <p>(b) the disposition determined by the disciplinary authority; or</p> <p>(c) both (a) and (b).</p>	
<p><b>9.7 Fee Appeals</b></p> <p>Please refer to the Registrar's Office webpage on fee appeals:  <a href="http://umanitoba.ca/student/records/fees/830.htm">http://umanitoba.ca/student/records/fees/830.htm</a>. To initiate the Fee Appeal procedure, the student completes a Fee Appeal form, available online or in the Registrar's Office, 400 University Centre.</p>	

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<p><b>9.8 Grade Appeals</b></p> <p>Please refer to the Registrar's Office webpage on grade appeals: <a href="http://umanitoba.ca/student/records/exams_grades_hub.html">http://umanitoba.ca/student/records/exams_grades_hub.html</a>. To initiate the Grade Appeal procedure, the student completes a Grade Appeal form, available online or in the Registrar's Office, 400 University Centre.</p>	
<p><b>9.9 Assistance with Appeals</b></p> <p>The Office of Student Advocacy, 519 University Centre, provides information and assistance to students regarding all appeal processes. It is strongly recommended that students contact the Office of Student Advocacy to assist them with any appeal they are considering.</p>	
<p><b>APPENDIX 1: Thesis/Practicum Types</b></p> <p>A student/candidate may present a thesis/practicum in one of two acceptable formats:</p> <ul style="list-style-type: none"> <li>• Regular style</li> <li>• Manuscript/grouped manuscript style</li> </ul> <p>The type of thesis/practicum must be approved by the advisory committee and comply with all regulations of the Faculty of Graduate Studies and any supplemental regulations of the unit.</p> <p><b>1.0 Regular Style</b></p> <p><b>1.1 Prefatory Pages</b></p> <p><b>1.1.1 Title Page</b></p> <p>The title page should contain the following information:</p> <ul style="list-style-type: none"> <li>• the title of the thesis/practicum,</li> <li>• the name of the University,</li> <li>• the degree for which the thesis/practicum is submitted,</li> <li>• the name of the unit,</li> <li>• the full name of the author,</li> <li>• the copyright notation ©.</li> </ul> <p>The title must be a meaningful description of the content of the research. The author's name should be in full, identical to the name under which they are registered and be consistent on all other documents. A sample title page can be found at: <a href="http://umanitoba.ca/faculties/graduate_studies/media/ThesisSampleTitlePage.pdf">http://umanitoba.ca/faculties/graduate_studies/media/ThesisSampleTitlePage.pdf</a>.</p>	
<p><b>1.1.2 Abstract</b></p> <p>The abstract is expected to provide a concise, accurate account of the thesis/practicum. Abstract maximum length is 150 words for a Master's and 350 words for a Ph.D. An abstract should contain a statement of the problem, methods, results and conclusions.</p>	
<p><b>1.1.3 Acknowledgements</b></p> <p>The content of this single page is left to the discretion of the author. For example, the page may make reference to the student/candidate's advisor and advisory committee, to other individuals who have provided invaluable assistance to the development of the thesis/practicum, and to sources of financial assistance.</p>	
<p><b>1.1.4 Dedication</b></p> <p>A single page pertaining to a dedication is allowed.</p>	

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<p><b>1.1.5 Table of Contents</b></p> <p>This must list and provide page references to, all elements of the thesis/practicum. The numbering and formatting must be identical to the way the material appears in the text. Page numbers should be right justified.</p>	
<p><b>1.1.6 List of Tables</b></p> <p>This should immediately follow the Table of Contents and be of the same format. The list must include the number, name and page number of each table.</p>	
<p><b>1.1.7 List of Figures</b></p> <p>This should immediately follow the List of Tables and be of the same format as the Table of Contents. The list must include the number, name and page number of each figure.</p>	
<p><b>1.1.8 List of Copyrighted Material</b></p> <p>On occasion students/candidates include images, figures, photos and other materials from copyrighted sources. Written permission from the copyright holder is required. This should follow the List of Tables and follow the same format as the Table of Contents. For further information on copyright see: <a href="http://umanitoba.ca/faculties/graduate_studies/thesis/copyright_permission.html">http://umanitoba.ca/faculties/graduate_studies/thesis/copyright_permission.html</a>.</p>	
<p><b>1.2 Format</b></p> <p><b>1.2.1 Styles</b></p> <p>The thesis/practicum should be written in a standard style manual that has been recommended by the unit. Manuals recommended by the Faculty of Graduate Studies include but are not limited to:</p> <ul style="list-style-type: none"> <li>• American Psychological Association, Publication Manual of the American Psychological Association;</li> <li>• Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations;</li> <li>• The Modern Language Association of America, MLA Handbook for Writers of Research Papers;</li> <li>• University of Chicago Press, The Chicago Manual of Style;</li> </ul> <p>Students should always use the latest edition available. If there is a conflict between the instructions in this booklet and the style manual chosen, the former should be followed.</p>	
<p><b>1.2.2 Spelling</b></p> <p>Canadian, British or American spelling is acceptable, but one style must be used consistently throughout the document.</p>	
<p><b>1.2.3 Format</b></p> <p>Double space all text material; footnotes and long quotations may be single spaced. The entire thesis/practicum must be in the same text font, style, and size. Font size should be no less than 12 pt Times Roman. Full justification of the text is not required.</p>	
<p><b>1.2.4 Margins</b></p> <p>It is imperative that the specified margins be observed throughout the thesis/practicum. Leave at least a one inch (1.0") margin from the top, bottom, left, and right hand edges of the paper. These margins apply to all material, including appendices, diagrams, maps, photographs, charts, tables, and others.</p>	
<p><b>1.2.5 Page Numbers</b></p> <p>Each page in the thesis/practicum must be numbered consecutively. Illustrative pages must also be numbered. Roman numerals should be used for the prefatory pages. The remaining pages of the thesis/practicum, beginning with the introduction (Chapter One) should be numbered</p>	

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consecutively in Arabic numerals.	
<p><b>1.3 Footnotes, References and Appendices</b></p> <p>Instructions in the style manual recommended by the unit should be followed. Regardless of which style manual is used, format selected must be consistent.</p>	
<p><b>1.4 Figures, Illustrations, Photographs and Design Drawings</b></p> <p><b>1.4.1 Illustrative Material</b></p> <p>All illustrative material must be consistent throughout the thesis/practicum. All figures, illustrations, photographs and drawings must be numbered consecutively in Arabic numerals and accompanied with a title. The material should appear as soon as possible after as it is mentioned in the text. All original materials should be of high quality, with sharp and clear images.</p> <p><b>1.4.2 Layout of Tables and Figures</b></p> <p>Each table and figure must have a number and title. The number and title should appear at the top of the table or figure. The title of the table or figure should be as short as possible and indicate the major focus of the material within the table or figure.</p>	
<p><b>1.5 Additional Materials</b></p> <p><b>1.5.1 Consent and Access to Information Forms</b></p> <p>Sample copies of consent forms that were used to obtain consent from participants to take part in the information gathering procedures for the thesis/practicum must be included in an Appendix. Any personal information must be omitted from the submitted form.</p> <p>In some cases, approval from an agency, institution or corporation may have been required before the information gathering procedures could proceed. The original approval form for access should be retained by the student with a copy provided to the Faculty of Graduate Studies upon completion of the thesis/practicum.</p>	
<p><b>1.5.2 Use of Copyrighted Material</b></p> <p>If the thesis/practicum includes copyrighted material (images or more than a reasonable extract (according to the Copyright Act) of another person's work), permission must be obtained from the copyright holder. The Faculty of Graduate Studies has developed a form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>) that can be utilized when requesting the use of copyrighted material.</p> <p>In some cases, copyright holders prefer to use their own permission forms and/or will provide their permission electronically. Both of these are acceptable by the Faculty of Graduate Studies.</p> <p>Note that obtaining permission may take a considerable amount of time and this must be taken into consideration when meeting a thesis/practicum submission deadline. A reference to written permission having been obtained must be included under the image or text. The reference should also include the date the permission was granted, and the name/title of the copyright holder(s). The original form(s) signed by the copyright holders should be retained by the student with a copy provided to the Faculty of Graduate Studies at the completion of the thesis/practicum.</p> <p>The thesis/practicum cannot be accepted by the Faculty of Graduate Studies if permission has not been obtained. It is important that the student and their Advisor ensure that the permission has been granted. In some cases, the copyright holder cannot be located or the cost is prohibitive to using the text or image. In these situations, the text or image may have to be omitted from the thesis/practicum.</p> <p>Subsequently, information on where the reader can locate the image or text should be included, such as the URL, title of book/journal, volume and issue number, page number, publisher, and date of publication. A description of the purpose or significance of the text or image should be</p>	

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<p>provided.</p> <p>For further information on copyright see: <a href="http://umanitoba.ca/admin/vp_admin/ofp/copyright/index.html">http://umanitoba.ca/admin/vp_admin/ofp/copyright/index.html</a></p> <p><b>2.0 Manuscript/Grouped Manuscript Style</b></p> <p>A thesis/practicum may comprise a paper, or collection of papers, which are, or are about to be, published. The number of papers that comprise this style of these will be determined between the student and the advisory committee. The formatting of the thesis/practicum must be consistent throughout the thesis/practicum and the thesis/practicum cannot merely consist of several papers or articles bound within the one document.</p> <p><b>Publication, or acceptance for publication, of research results prior to the presentation of the thesis/practicum does not supersede the evaluation of the work by the examination committee (i.e. does not guarantee that the thesis/practicum will be found acceptable). Examiners may specify revisions regardless of the publication status.</b></p> <p>The thesis/practicum must follow the same prefatory information (1.1), spelling, formatting margin requirements, page numbering (1.2b-d), footnotes and appendices (1.3), figures, illustrations photographs and drawings (1.4) and any additional material (1.5) as those outlined above.</p> <p><b>There must be an introductory chapter to the entire thesis/practicum which includes its own bibliography. The collection of papers or articles must contribute toward the overall theme that represents the thesis/practicum work and must be smoothly integrated into the flow of the thesis/practicum to produce a unified document. This may require changes or additions to, and re-writing of, any work which has been previously published.</b></p> <p><b>The thesis/practicum must contain connecting text between the different chapters providing logical links to allow the integration of the information. <u>These connecting sections are mandatory.</u> Not including these sections may compromise the ability of the examiners to evaluate the thesis/practicum and accordingly there may be subsequent potential consequences.</b></p> <p>The thesis/practicum must contain a concluding chapter that includes a discussion on how the thesis/practicum, with its findings, provides a distinct contribution to knowledge in the research area.</p> <p><b>In the case of multi-authored papers, the nature and extent of the student/candidate's contribution, and those of the other authors, must be explicitly specified in a section entitled "Contributions of Authors" in the "Preface" of the thesis/practicum. The advisor/co-advisor, by signing the thesis/practicum submission form, attests to the accuracy of these statements and will be asked to reaffirm at the oral defence in the case of a doctoral thesis/practicum.</b></p>	
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# APPENDIX A

## Elective Courses

These courses will be open to MHR students with permission of the instructor/department and as space allows:

- Anthropology of Human Rights (ANTH 7900)
- Problems in Ethnological Research (ANTH 7900)
- Service Learning in the Global Community (ARCG 7102)
- Empirical Perspectives on Social Organization and Health (CHSC 7490)
- Health Survey Research Methods (CHSC 7870)
- Introduction to Disability Studies (DS 7010)
- History of Disability (DS 7020)
- Women and Disability (DS 7040)
- Environment and Disability (DS 7040)
- Summer Institute: Fostering Leadership Capacity to Support First Nations, Métis and Inuit Students (EDUA 7100)
- Comparative Education (EDUA 7250)
- Seminar in Cross-Cultural Education 1 (EDUA 7270)
- Seminar in Cross-Cultural Education 2 (EDUA 7280)
- Cross-Cultural Teaching and Learning in Ethiopia 2 (EDUA 7330)
- Cross-Cultural and Diversity Counselling (EDUA 7560)
- Seminar in Inclusive Special Education (EDUA 7600)
- The Fourth R: A Global Perspective on Teaching and Leading Human Rights Education (EDUB 5220) \*
- Critical Applied Linguistics in a Global Context (EDUB 7212)
- Culture, Citizenship and Curriculum (EDUB 7270)
- Writing Workshop: Writing for/as Human Rights (EDUB 7340)
- Curriculum Development: Writing for/as Human Rights (EDUB 7350)
- Seminar in Environmental Education (EDUB 7990)
- Topics in Cultural Studies: An Introduction to Genocide Studies (ENGL 7860)
- Archival Topics: Archives, Public Affairs, and Truth & Reconciliation Commission of Canada (HIST 7392)
- Gender and the Law (LAW 3070)\*
- Immigration and Refugee Law (LAW 3212)\*
- Aboriginal Peoples and Land Claims (LAW 3230)\*
- Aboriginal Peoples and the Law (LAW 3310)\*
- Issues in Law and Bio Ethics (LAW 3380)\*
- Public International Law (LAW 3740)\*
- Canadian Charter of Rights and Freedoms (LAW 3940)\*
- Aboriginal Law – Criminal Justice and Family Law (LAW 3980)\*
- Advocating for the Rights of Indigenous People in International Law (LAW 3980)\*
- Language Rights (LAW 3980)\*
- Métis Peoples and Canadian Law (LAW 3980)\*
- Philanthropy and the Law (LAW 3980)\*
- Poverty Law (LAW 3980)\*
- Issues in Colonization (NATV 7240)
- The Role of Information Management in Sustainable Resource Use (NRI 7200)

- Human Dimensions of Natural Resources and Environmental Management (NRI 7222)
- Environmental Justice and Ecosystem Health (NRI 7340)
- Sustainable Livelihoods, Food Resources and Community Food Security (NRI 7370)
- International Conflict Resolution and Peace-building (PEAC 7030)
- Violence Intervention and Prevention (PEAC 7040)
- Intercultural Conflict Resolution and Peace-building (PEAC 7050)
- International Human Rights and Human Security (PEAC 7110)
- Peacebuilding and Social Justice (PEAC 7120)
- Ethnic Conflict Analysis and Resolution (PEAC 7126)
- Storytelling: Identity, Power and Transformation (PEAC 7128)
- Gender, Conflict and Peacemaking (PEAC 7230)
- Children and War (PEAC 7280)
- International Relations Theory (POLS 7790)
- Contemporary Strategic and Security Studies (POLS 7850)
- Intergroup Relations (PSYC 7660)
- Seminar on Religion and Culture (RLGN 7300)
- Selected Topics in Sociology (SOC 7160)
- Selected Topics in Criminology (SOC 7450), may include Crime and the Camps, Genocide and War Crimes, Restorative Justice, and Truth and Reconciliation
- Policy Analysis in Social Work Practice 3 (SWRK 7440)
- Critical Perspectives and Social Work (SWRK 7600)
- Indigenous Research Methodologies (SWRK 7730)
- Indigeneity, Power, Privilege, and Social Work (SWRK 7750)
- Advanced Topics in Women's Studies (WOMN 7270)
- Directed readings in Women's Studies (WOMN 7170)
- Selected topics courses in other departments related to human rights or social justice.

These courses will not necessarily be offered every year, the decision being up to individual departments. This list represents a snapshot of what's possible for the MHR, and we expect it to be supplemented with new course offerings in the future, including:

- International Human Rights, to be offered overseas, perhaps initially in Latin America by Dr. Desmarais

Note that elective courses most popular with MHR students may eventually be cross-listed with the MHR program.

\* Courses below the 7000 level will only be approved as electives if students normally take them after completion of a prior university degree.

# APPENDIX B

## Internal Support

The Law Faculty Council passed the following motion May 8, 2014, of support in principle for the proposed Master of Human Rights. The motion reads:

The Law Faculty Council moves to endorse and support the establishment of a Master of Human Rights and, more specifically, to agree that:

- 1) a faculty member from Law will participate on the Advisory Council directing the program;
- 2) MHR students will be permitted to register for Human Rights Law or an equivalent course. Such a course will be available every year with sufficient space to enrol MHR students and JD/LL.M. students, as it is proposed that the course be compulsory for completion of the MHR degree; and
- 3) Law faculty members will consider participating on MHR thesis committees.

The Social Work faculty council unanimously passed the following motion Oct. 31, 2104: To support the Master of Human Rights in principle and send a member to the planning committee.

The Faculty of Education council passed the following motion by an overwhelming majority on Jan. 19, 2015: That the Faculty of Education support in principle the development of the Master of Human Rights program that constitutes a partnership between five faculties (Arts, Education, Social Work, Law and Graduate Studies) and three centres (Centre for Human Rights Research, Mauro Centre for Peace and Justice and National Centre for Truth and Reconciliation), with support from other faculties.

The Faculty of Arts council passed the following motion Feb. 11, 2016: The Faculty of Arts acknowledges the interest of many of its members in the critical study and promotion of social justice issues and human rights, and supports the establishment of a Master of Human Rights (MHR) program.

Statements of support have also been received from several Arts departments, including Anthropology and German and Slavic Studies.



<b>Faculty</b>	Graduate Studies
<b>Subject</b>	Master of Human Rights

**Statement**

The Libraries' collection can support this new programme, as described in the documentation provided to UML. However, ongoing support may be impacted by a weak Canadian dollar, inflationary increases in subscription costs, and any reductions to the Libraries' acquisitions budget. Library staff costs are also incurred in the support of, and services to, the introduction of new courses.

The Libraries currently holds 48 out of a list of 65 reference titles, or 74%. A list of 122 relevant periodicals was generated and checked against the Libraries' holdings. The Libraries currently subscribe to 97 titles (80%) with an additional 15 titles (12%) available after a 6-24 month embargo period. A check of 2,262 citations from 7 sources indicates that the overall monograph and journal collections are both at a doctoral level (80-94 %) in the area of human rights.

The Libraries' collection lacks 14 monograph titles, out of the 106 titles listed in the supplementary readings for the proposed courses. Pending programme approval, these titles can be purchased for approximately \$400 CAD from existing acquisition funds.

UML also has an efficient document delivery service which can supply articles or monographs not held in the collections. Graduate programmes are also supported by Libraries' staff through the provision of information services including research consultations, reference assistance, seminars and assistance with institutional repository deposit.

Gary Strike  
Liaison Librarian for Sociology

Nicole Michaud-Oystryk  
Head, Elizabeth Dafoe Library

Jan Horner  
Coordinator, Collections Management

Mary-Jo Romaniuk  
University Librarian

*15 September 2015*

Date

## Master in Human Rights Appendix

Human rights materials are found mostly in Elizabeth Dafoe Library, E.K. Williams Law Library and Fr. H. Drake (St. Paul's College) Library. The National Centre for Truth and Reconciliation will also be an important resource for the study of human rights, and their literature resources will be identifiable via the Libraries' One Stop Search and catalogue. For all checking below, the holdings of all University of Manitoba Libraries were taken into account.

### Reference Material Checking

Fomerand, Jacques. 2014. *Historical Dictionary of Human Rights*. Latham: Rowman & Littlefield. (Reference section: Dictionaries, Bibliographies, Yearbooks, Encyclopedias, and Guides: Printed Resources, pp. 686 – 690.)

Titles checked	Titles held	Percent
65	48	73.8

### Journal Checking

From a variety of sources, a listing of 122 currently published journals dealing with human rights was generated. These journal titles were then checked against the Libraries holdings, with the results displayed in the table below. Embargo periods are all 2 years or less.

Titles checked	Current subscription	Subscription with embargo	Total	Percent
122	97	15	112	91.8

While every effort will be made to retain these journals, continuing access will depend on increases to the acquisitions budget to address inflation and maintain the spending power of the budget.

### Monographic Checking

In checking citations for monographic items, the holdings of all University of Manitoba Libraries were taken into account. Monograph citations from one text from the supplied course bibliography for each of HMRT 7100, 7200 and 7300 were checked. As no course bibliography was supplied for the Human Rights Practicum course, three monographs with a broad or interdisciplinary focus were chosen. Citations from the bibliographies were checked in the Library catalogue with the following exclusions: non-English titles, theses, unpublished material, working papers, government publications (except Canadian government publications), and URLs. If a later edition of a title was held by the University of Manitoba Libraries, but the cited edition was not, the title was considered held. It was not considered held if only an earlier edition of the cited title was held.

**Titles Checked**

**HMRT 7100-THEORY AND PRACTICE OF HUMAN RIGHTS: CRITICAL PERSPECTIVES :**

Donnelly, Jack. 2013. *Universal Human Rights in Theory and Practice*. Third edition. Ithaca: Cornell University Press.

**HMRT 7200- SELECTED TOPICS IN HUMAN RIGHTS RESEARCH AND METHODS:**

Denzin, Norman K. and Michael D. Giardina. 2010. *Qualitative Inquiry and Human Rights*. Walnut Creek, Calif.: Left Coast Press.

**HMRT 7300- HUMAN RIGHTS LAW:**

Bantekas, Ilias and Lutz Oette. 2013. *International Human Rights Law and Practice*. Cambridge: Cambridge University Press.

**HMRT 7400-HUMAN RIGHTS FIELDWORK SEMINAR:**

Sriram, Chandra Lekha, John C. King, Julie A. Mertus, Olga Martin-Ortega and Johanna Henna (editors). 2009. *Surviving Field Research: Working in Violent and Difficult Situations*. London: Routledge.

**HMRT 7500-HUMAN RIGHTS PRACTICUM / INTERDISCIPLINARY:**

Clement, Dominique, William Andrew Silver and Daniel Trottier. 2012. *The Evolution of Human Rights in Canada*. Ottawa, Ont.: Canadian Human Rights Commission.

Freeman, Michael. 2011. *Human Rights: An Interdisciplinary Approach*. Second edition. Cambridge: Polity Press.

!shay, Micheline. 2008. *The History of Human Rights: From Ancient Times to the Globalization Era*. Berkeley, Calif.: University of California Press.

Author/Ed.	Monographs			Periodicals		
	Titles checked	Titles held	Percent held	Titles checked	Titles held	Percent held
Donnelly	333	262	78.7	121	120	99.2
Denzin	260	211	81.2	145	140	96.6
Bantekas	157	123	78.3	80	80	100
Sriram	150	109	72.7	73	69	94.5
Clement	58	51	87.9	23	22	95.7
Freeman	203	173	85.2	116	110	94.8
!shay	474	390	82.2	69	62	89.9
<b>TOTAL</b>	<b>1635</b>	<b>1319</b>	<b>80.7</b>	<b>627</b>	<b>603</b>	<b>96.2</b>



UNIVERSITY  
OF MANITOBA

Information Services  
And Technology

Mario Lebar, Acting CIO  
103 Administration Bldg.  
Winnipeg, Manitoba  
Canada R3T 2N2  
Tel: (204) 474-8668  
Fax: (204) 474-7502

July 6, 2015

Helen Fallding, MA, BSc (Hons)  
Manager, Centre for Human Rights Research  
University of Manitoba  
Room 442, Robson Hall

Dear Ms. Fallding,

Thank you for sending me the new Master of Human Rights program proposal to review.

Based on the material therein, this proposed new program should have no significant effect on IST facilities.

Best wishes on the success of your team's proposal.

Sincerely,

Mario Lebar, Acting CIO  
Information Services & Technology

# Memo

Registrar's Office  
400 University Centre  
Phone 474-9425  
Fax 275-2589



UNIVERSITY  
OF MANITOBA

July 17, 2015

Sent as email attachment

To: Helen Fallding, Manager, Centre for Human Rights Research  
From: Neil Marnoch, Registrar

A handwritten signature in cursive script, appearing to read "Neil Marnoch".

Re: Proposal for a Master of Human Rights

---

Having reviewed the program proposal for a Masters of Human Right, I see no problems in the Registrar's Office supporting this program with respect to registration, fee assessment and academic evaluation. I note that the plans for this program include the conversion of a classroom in St. Paul's College. The details of this conversion to space that supports the Master of Human Rights program will need to be coordinated between St. Paul's College, the Registrar's Office and Campus Planning.

Best of luck with your proposal.



UNIVERSITY  
OF MANITOBA | Faculty of Law

Robson Hall  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone 204-474-6130  
Fax 204-474-7580

Oct. 5, 2015

Dear President Barnard,

As deans of three of the four other faculties collaborating with Graduate Studies on the Master of Human Rights (MHR), we are writing to express our support for the proposal currently under review by various levels of university governance prior to submission to the Manitoba government.

Three of our faculty councils have already voted to approve the MHR proposal in principal, with the final vote pending in Arts. The Dean of Arts has elected not to sign this letter until after Arts Faculty Council has had an opportunity to deliberate on its support. Some of our faculty members, including the Canada Research Chair in Human Rights, Social Justice and Food Sovereignty, are eager to participate in the new program as thesis supervisors, course instructors and program committee members. Many are happy to welcome MHR students into existing graduate courses. We will do our best to facilitate the involvement of our faculty members in the MHR, subject to the needs of their home departments.

We have reviewed a recent draft of the Master of Human Rights proposal, which we understand may undergo further revisions following external review. We are confident that this program will attract high quality graduate students who might not otherwise consider the University of Manitoba.

We are relieved that the new program will not create financial burdens for our individual faculties, which are struggling to adequately resource existing programs, since the MHR is expected to attract significant donor support. However, we will request through the upcoming Strategic Resource Planning process that the university supplement this with startup funding from the university's operating budget allocation for strategic priorities. Human rights is one of the university's major research themes and the MHR program clearly aligns with the university's "inspiring minds" and "forging connections" priorities. Please note that our support for the MHR proposal is contingent on sufficient external funding being secured to support the program.

An interdisciplinary Master of Human Rights program has been discussed for many years, but we feel that now is the time to move ahead, given the range of faculty members who have worked on or attached their names to the current proposal.

If you have any questions, please do not hesitate to contact us.

Yours sincerely,

Dean Lorna Turnbull,  
Faculty of Law

Dean Jim Mulvale,  
Faculty of Social Work

Dean David Mandzyk,  
Faculty of Education



UNIVERSITY  
OF MANITOBA

Faculty of Arts

310 Fletcher Argue Building  
University of Manitoba  
Winnipeg, Manitoba  
Canada R3T 5V5  
Phone (204) 474-9271  
Facsimile (204) 474-7590  
Email [jeff.taylor@umanitoba.ca](mailto:jeff.taylor@umanitoba.ca)

30 October 2015

Dr. David Barnard  
President and Vice-Chancellor  
University of Manitoba

Dear President Barnard,

I am writing to express my support for the Master of Human Rights proposal currently under review by various university committees prior to submission to the Manitoba government.

While the Arts Faculty Council has not yet met to indicate its position on the proposal, many of our faculty members have participated in the development of the program and are keen to be involved in its delivery. I will do my best to facilitate the involvement of Arts faculty members in the Masters of Human Rights, subject to the needs of the departments of which they are members and the Faculty as a whole.

I have reviewed a recent draft of the Master of Human Rights proposal, which I understand may undergo further revisions following external review. I am confident that this program will attract high quality graduate students who might not otherwise consider the University of Manitoba.

I am relieved that the new program will not create financial burdens for individual Faculties, which are struggling to adequately resource existing programs. The program has been designed to be resource neutral for the Faculty of Arts, and my understanding is that outside funding will be obtained to ensure that, after initial startup, the new program will not draw on existing University resources.

An interdisciplinary Master of Human Rights program has been discussed for many years, and now is the time to move ahead, given the range of faculty members who have worked on or attached their names to the current proposal.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Jeffery Taylor  
Dean of Arts



*Office of the Rector*

31 July 2015

Dr. David Barnard  
Office of the President  
202 Administration Building  
University of Manitoba  
Winnipeg, MB R3T 2N2 Canada

Dear Dr. Barnard,

Please accept this letter of support for the establishment of the degree of Master of Human Rights (MHR) at the University of Manitoba. For many years the Arthur V. Mauro Centre for Peace and Justice at St. Paul's College has been working collaboratively with a range of stakeholders in the university and broader community to have this new degree established.

The Mauro Centre is located in the south wing of St. Paul's College with oversight by the St. Paul's College's Board of Governors as well as the Arthur V. Mauro Centre Board of Directors.

The Arthur V. Mauro Centre for Peace and Justice is dedicated to the advancement of human rights, conflict resolution, global citizenship, peace, and social justice through research, education, and outreach. Since its inception, the Centre has pursued activities relating to the cultural, religious, and philosophical dimensions of peace, social, economic, and environmental justice, peace education, human rights, and the role of international organizations and standards in the quest for peace and justice. The Centre is also interested in the role of the Abrahamic religions of Judaism, Christianity, and Islam and in pointing ways for people to live in peace and harmony in a post-modern world.

The Joint M.A. Program in Peace and Conflict Studies (which is governed jointly by the University of Manitoba and the University of Winnipeg) is housed at the Mauro Centre and the University of Winnipeg's Global College. The Centre is also home to the University of Manitoba's Ph.D. Program in Peace and Conflict Studies which, through the Faculty of Graduate Studies, seeks to prepare leaders in a multiplicity of contexts who can make a difference locally, nationally, and globally.

Graduate students who are enrolled in the Peace and Conflict Studies (PACS) program are eligible to receive numerous scholarships and awards, most of which are funded by donors, and stewarded and administered through the St. Paul's College Foundation. In addition to fundraising and stewardship in support of PACS, St. Paul's College has dedicated an extensive amount of



office and study space for students and faculty who are involved in the Peace and Conflict Studies program.

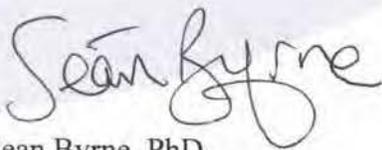
Should the University of Manitoba seek to locate a newly established Master of Human Rights in St. Paul's College, a building currently owned by St. Paul's College Limited, the College's Board of Governors is prepared to consider a proposal to set aside two currently occupied offices on the top floor of its South Wing as well as to permit the University convert two classrooms into a study carrel and meeting area to serve both MHR and PACS graduate students. While this portion of our College's building could be offered without charge through a renewable lease agreement, additional funds would be required to upgrade the faculty offices and study space, as well as to install an elevator to service this area.

Regardless of whether or not the University is seeking to use this space, I join with my colleagues at the Arthur V. Mauro Centre for Peace and Justice in expressing its support for new and ongoing efforts being made towards establishing this new degree.

Yours Sincerely



Christopher J. Adams, PhD  
Rector, S. Paul's College  
Chair, Board of Directors, Arthur V. Mauro Centre for Peace and Justice



Sean Byrne, PhD  
Director, Arthur V. Mauro Centre for Peace and Justice

Room 128 Education Building  
University of Manitoba  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 474-7017  
Fax (204) 474-6676  
disability\_studies@umanitoba.ca  
www.umanitoba.ca/disability\_studies

| **Disability Studies**  
An Interdisciplinary Program

August 4, 2015

Letter of Support, Master of Human Rights Program

Winnipeg is the cradle of the Canadian disability rights movement. National disability organizations located in Winnipeg were instrumental in the development and ultimate passage of the UN Convention on the Rights of Persons with Disabilities (2010), to which Canada is a signatory.

It is only fitting that the University of Manitoba's Disability Studies Program be actively involved and support the proposed Master of Human Rights. People with disabilities have been part of the Canadian Museum for Human Rights process regarding access and exhibits for the last ten years, through the Council of Canadians with Disabilities.

The Master of Human Rights will provide yet another opportunity for the University of Manitoba's various interdisciplinary programs, among them Disability Studies, to work together. We can share information and insights. Each program will be stronger as we learn and share with each other, including through a new Graduate Social Justice Programs co-ordinating committee.

Social, social justice, citizenship and rights-based disciplines can work together to share information resources, gaining greater depth of knowledge for students as a result. Although the Disability Studies Program is small, we can provide elective courses, guest speakers and thesis committee members for the benefit of MHR students.

Sincerely,



Nancy E. Hansen, PhD  
Director, Interdisciplinary Master's Program, Disability Studies  
128 Education Building  
University of Manitoba, Winnipeg,  
Manitoba, Canada, R3T 2N2  
Tel. (204)-474-6458 Fax. (204)-474-6676  
Nancy.Hansen@umanitoba.ca



UNIVERSITY  
OF MANITOBA

Centre for Human  
Rights Research

Robson Hall  
Winnipeg, Manitoba  
Canada R3T 2N2  
Fax (204) 474-7580  
Phone (204) 474-6156

July 20, 2015

Dear President Barnard,

I am writing to express wholehearted support for the interdisciplinary Master of Human Rights (MHR) program proposal being developed jointly by the faculties of Arts, Law, Social Work and Education.

The idea has been floated in the past, but events have aligned to make this the perfect time to move forward:

- The University of Manitoba's Canada Research Chair in Human Rights (one of only four in Canada) is eager to help lead this initiative.
- The university recently identified human rights as one of seven major research themes and has set ambitious goals to increase the number of graduate students enrolled.
- The opening of the Canadian Museum for Human Rights has drawn international attention to Winnipeg.
- Motions supportive of the MHR have been passed by councils in at least three faculties.
- Donors have tentatively committed to helping support the master's program.

On May 30, 2013, representatives of our research centre and the Mauro Centre for Peace and Justice met with VP John Kearsey to brainstorm about how to take human rights at the University of Manitoba to the next level. We agreed that two missing pieces were a master's degree program in human rights and a University 1 course in human rights. The current initiative is an effort to fill one of those gaps.

Centre for Human Rights Research advisory board members are among the MHR's most enthusiastic supporters, including several faculty members who volunteered to help write the proposal. It is clear to us that increasing the number of graduate students at the University of Manitoba focusing on human rights complements our research centre's mandate to enhance the university's collaborative human rights research capacity.

At a preliminary meeting of MHR stakeholders Nov. 29, 2013, I volunteered to co-ordinate proposal writing. Our research centre will continue to assist with proposal development until the program is approved and a director is appointed. I am also committed to sitting on the committee that will run the new program and providing practical startup advice to the new director, as I do for the director of the National Centre for Truth and Reconciliation. The Centre for Human Rights Research may be able to hire some MHR students as part-time research assistants.

Thank you for your leadership in promoting human rights at this university and please feel free to contact me if you have any questions.

Sincerely,

Prof. Karen Busby  
Director, Centre for Human Rights Research



National Centre for  
Truth and Reconciliation  
UNIVERSITY OF MANITOBA

177 Dysart Road  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 474-6618  
NRCTR@umanitoba.ca

August 4, 2015

Dear President Barnard,

I would like to express the National Centre for Truth and Reconciliation's enthusiastic support for the interdisciplinary Master of Human Rights (MHR) program under development by the faculties of Arts, Law, Social Work, Education and Graduate Studies.

Our research and education centre is one of three such centres based at the University of Manitoba that have agreed to assist those five faculties with MHR program development and governance.

As you well know, the NCTR was created to preserve forever the memory of Canada's Residential School system and legacy. We will care for a massive electronic archive that will eventually grow to include other Indigenous collections. These materials will be a rich resource for Master of Human Rights students pursuing research related to the history of human rights and new approaches to reconciliation.

The NCTR will likely be able to hire some MHR students as part-time research assistants and collaborate with some students on thesis projects. A few graduates of the program may well end up on our staff. We also foresee many opportunities for joint programming, such as lectures, workshops and summer institutes, where MHR students would interact with the communities served by the NCTR. This is the kind of creative community engagement highlighted in the university's new strategic plan. The opening of our centre and of the Canadian Museum for Human Rights makes this the ideal time to create a new Winnipeg-based master's program in human rights. These complementary initiatives will ensure the University of Manitoba becomes known internationally as a centre for human rights education and research.

The NRTR is committed to providing a representative to sit on the committee that will run this exciting new graduate program.

Please contact me if you would like to discuss this further.

Sincerely,

Ry Moran  
Director, National Research Centre for Truth and Reconciliation

# APPENDIX C



CANADIAN MUSEUM FOR  
HUMAN RIGHTS  
MUSÉE CANADIEN POUR LES  
DROITS DE LA PERSONNE

19 April 2016

Re: University of Manitoba Masters of Human Rights program

To Whom it May Concern:

The Canadian Museum for Human Rights would like to voice its support for the proposed Masters of Human Rights program at the University of Manitoba. We welcome the development of further human rights educational initiatives in Winnipeg which harmonize with the Museum's mandate to explore the subject of human rights, with special but not exclusive reference to Canada, in order to enhance the public's understanding of human rights, to promote respect for others and to encourage reflection and dialogue.

There may be many opportunities for cooperation between the Museum and the Masters of Human Rights program. These opportunities potentially include hosting practicum students from the program, conditional on the Museum's work flow and capacity to offer a beneficial experience to students. We are interested in further dialogue with the program coordinators to identify and define cooperative initiatives, moving forward.

Sincerely,

Dr. John Young  
President and CEO

#205 - 2202 Marine Drive  
Vancouver, B.C. V7V 1K4

February 13, 2015

Dr. David Barnard, President  
University of Manitoba  
Winnipeg, Manitoba R3T 2N2

Dear Dr. Barnard,

Please accept this letter as strong support for the establishment of an inter-disciplinary Master of Human Rights at the University of Manitoba. As background, I am a graduate and Celebrated Alumnus of the University of Manitoba who worked for over a decade with the United Nations. My last position was as Director of Research at the United Nations Office of the High Commissioner in Geneva, and I previously worked with the United Nations Development Programme in Asia and the Pacific as well as Central Europe and the former Soviet Union, and with the Canadian Department of Justice in Ottawa.

I have observed the impact that well qualified Canadians can have in advancing the human rights mission of the United Nations and civil society. As you know, human rights are vitally interconnected with peace and development today. A keen and nuanced grasp of these issues, their inter-linkages, and an understanding of promising models of promotion and protection of the full range of human rights, are necessary for international civil servants and Canadian representatives to the United Nations to successfully fulfil their roles. The proposed Masters Program has the potential to, among other aims, equip students at the University of Manitoba with the requisite knowledge to successfully fulfill these complex and important multilateral roles.

Now that the Canadian Museum of Human Rights has opened in Winnipeg to raise awareness of current and past rights issues, I am hopeful that the University of Manitoba will create a graduate programme to enable its students to shape the future human rights situation globally.

Yours sincerely,

A handwritten signature in black ink that reads "Marcia V.J. Kran". The signature is written in a cursive, flowing style.

Marcia V.J. Kran



POSTAL ADDRESS-ADRESSE POSTALE UNITED NATIONS, NY 10017  
CABLE ADDRESS -ADRESSE TELEGRAPHIQUE UNATIONS NEWYORK

President David Barnard  
University of Manitoba  
Winnipeg, Manitoba

31 March 2015

Dear President Barnard

I write with reference to the proposal for a University of Manitoba Master of Human Rights (MHR) program. Having worked for the past 15 years in the international legal sphere, including in the field of human rights, I wish to voice my strong support for the proposal.

In my experience, there is a clear need for academic programs in this area generally. The past 15 years have brought significant developments in human rights law and practice and an expansion of work opportunities for lawyers trained in this specific field. While some academic curriculums have developed as a result, from my experience they do not match the growth in the subject and its ever expanding applications.

From a pragmatic perspective, as discussed in the proposal, there is a vast range of career options available to an individual with a Master degree in the field. I would note that in addition to the various possibilities listed, there is growing demand for advocates to conduct human rights litigation both at the domestic and international level.

It also strikes me as highly appropriate that the University of Manitoba, located in the province which is home to the Human Rights museum and other important initiatives in this area, would host such a program. I believe as well that the program as articulated is highly innovative and would be unique within Canada and beyond.

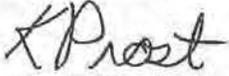
As to the content, I am struck by the multidisciplinary approach proposed which I believe captures the practical reality of human rights practice today. It is a field which spans disciplines and any program related to the subject area should be similarly broad in approach.

During my five years as Ombudsperson for the Al-Qaida Sanctions Committee I have seen first-hand the need for attention to human rights concerns in all aspects of the work of the United Nations, including that of the Security Council. It would

be wonderful to have the University of Manitoba, making an important contribution to this critical field by training future human rights advocates, policy makers, defenders and leaders.

I very much hope that the proposal will be accepted and implemented.

Yours sincerely

A handwritten signature in black ink, appearing to read "K Prost". The signature is written in a cursive, flowing style.

Kimberly Prost

Ombudsperson

Security Council Al-Qaida Sanctions Committee



THE UNIVERSITY OF  
**WINNIPEG**  
GLOBAL COLLEGE & DIALOGUE SPACE

August 3, 2015

Dr. David Barnard  
President  
University of Manitoba  
Winnipeg, MB R3T 2N2

Dear Dr. Barnard:

I have had the opportunity to review the University of Manitoba proposal to establish a Master of Human Rights program, and am pleased to offer my endorsement for this proposal. The proposed program will fill a growing demand for human rights studies, and will be a forerunner in western Canada. The growing importance of human rights programs in Canadian universities, and their value for the Province of Manitoba in particular, are articulated well in the program proposal and will not be repeated here.

I will share my experience with Human Rights education. The University of Winnipeg launched a BA degree in Human Rights in 2008, with very positive results. Student interest has outstripped our modest projections. Since the inception of this program, 57 students have graduated with this degree, and this number is currently growing by 10-12 a year. Many students in other programs have taken Human Rights courses as electives, and last year we introduced a Minor in Human Rights as well. A number of our graduates are interested in pursuing advanced degrees in Human Rights, and the proposed MHR could fill that need. Based on queries that I have received from students seeking graduate studies in Human Rights, I am confident that the program will attract students from other provinces and countries as well.

The proposed program is a creative complement to existing Masters programs in Manitoba, including the Joint MA in Peace and Conflict Studies offered by our two universities, and will open additional opportunities for joint projects and collegial collaboration between Global College and our colleagues at the University of Manitoba.

I commend your colleagues on the work they have done in preparing this proposal, and look forward to seeing it implemented.

With best wishes,



Dean Peachey, PhD  
Executive Director  
Coordinator, BA in Human Rights

Amsterdam, 31 July 2015

Dear Dr. Barnard,

I am writing to offer my support for the proposed Masters in Human Rights program at the University of Manitoba. As both a Canadian, and the coordinator of a graduate program dealing extensively with human rights issues, I am convinced that the creation of such a program would serve to fulfill a great need in Canada. While there are many Canadians engaged in human rights work in Canada and globally there is a lack of adequate interdisciplinary graduate programs in human rights in Canada. As a consequence many Canadians, such as myself, have felt the need to leave Canada to study at interdisciplinary centres in Europe and the United States.

The proposed Masters in Human Rights program would be unique in the Canadian university system. As such I believe the program could potentially draw students from across Canada, as well as foreign students. The program would be well-situated in Winnipeg, where it could benefit from the presence of the Canadian Museum for Human Rights and other human rights institutions.

Through supporting the MHR program the University of Manitoba could increase its international profile, as well as establish itself as a Canadian leader in the field of human rights research, training, and education.

Sincerely,



Dr. Kjell Anderson  
Coordinator, Masters in Holocaust and Genocide Studies,  
University of Amsterdam

July 5, 2015

Andrew Woolford  
Professor  
Department Head  
Department of Sociology  
University of Manitoba  
Winnipeg, Manitoba  
R3T 2N2

Dear Professor Woolford,

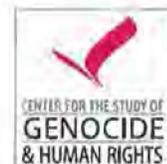
I am writing to express strong support for the establishment of your new interdisciplinary Master of Human Rights degree program. I have reviewed the proposal and believe the initiative is well-conceived, thorough, and will be of great interest to students and other members of your scholarly community.

It also synergizes with other initiatives at or related to the University of Manitoba, including the Centre for Human Rights Research Initiative (CHRR), the new Canadian Museum of Human Rights, and the recent establishment of the National Research Centre on residential schools.

In addition, there are a number of scholars at the university who work on human rights-related issues, including, for example, scholars who have established close ties to indigenous communities in the area and have a history of working together with them. This sort of university-community relationship would further enhance your proposed degree program.

I should note that the program I direct, the Center for the Study of Genocide and Human Rights has a long-standing relationship with the University of Manitoba. We have a partnership agreement with the Centre for Human Rights Research Initiative and collaborated to co-host an international conference on Colonial Genocide in Indigenous North America that resulted in a 2015 volume published by Duke University Press.

In keeping with this long-standing relationship, our Center would be happy to explore future collaborations, such as cooperating and co-organizing learning opportunities and events, ranging from thematic conference to seminars. Other





possibilities might include student exchanges, guest lectures, collaborative course development and/or teaching, and workshops.

For all of these reasons, I hope your administration will give the utmost consideration to establishment of this new Human Rights program. My colleagues and I strongly support it. Please do not hesitate to contact me if I can provide any additional information.

Sincerely,

*Alex*

Alex Hinton  
Director, CGHR  
Professor of Anthropology  
Core Faculty, Peace and Conflict Studies



July 7, 2015

Dr. David Barnard  
University of Manitoba  
202 Administration Building  
University of Manitoba,  
Winnipeg, MB  
R3T 2N2

Re: Graduate Programme Proposal Master of Human Rights

Dear Dr. Barnard,

It is with great pleasure that I offer my unqualified support for the proposed interdisciplinary Master of Human Rights degree programme and recommend its implementation by the University of Manitoba. While I write this letter in my capacity as longtime chair of the Freeman Family Foundation Holocaust Education Centre of the Jewish Heritage Centre of Western Canada and as one of the nine Canadian delegates of the IHRA (International Holocaust Remembrance Alliance), I must also state from the outset that the proposal is also very relevant to some of the other “hats I wear,” namely, as vice-president of the Manitoba Multifaith Council and as a current graduate student at the University of Winnipeg.

I have taken the time to review the proposal in detail and was particularly impressed with the interdisciplinary approach that would in my opinion, attract a great number of students pursuing careers in many different fields. It also provides the opportunity of course, for a very enriching experience with the scholars available to them from such diverse fields as education, law and other disciplines of the social sciences. The history of Canada with its record of achievements and failures in the area of human rights perhaps best exemplified most recently with the work of the Truth and Reconciliation Commission affords a logical fit. With the opening of the Canadian Museum for Human Rights and the National Centre for Truth and Reconciliation at the University of Manitoba, Winnipeg is becoming a centre of excellence for researchers in the field of human rights; a programme at the graduate level seems the next natural step.

There are students studying all over Canada and in other countries that I believe would have a keen interest in this programme. I am certain that other experts in their various fields will be mentioning the particular, natural and logical associations with their own diverse fields, such as immigration and human rights law, social work, etc. However, I will limit myself to those areas to which I have a particular connection. I believe that the education field will be particularly well served by the opportunity for educators to study

human rights at the graduate level. The human rights curricula across our country (and indeed in North America) continue to be of a concern to me. Certainly, in my own work, I see a wide disparity in the manner in which the teaching of the Holocaust and other genocides is approached. I am astounded, on the other hand, by the quality of work being done in countries throughout Europe and the UK, and often wonder why Canada has lagged behind. I can imagine potential theses resulting from offering this degree that would in turn have positive implications on the way we teach genocide in Canada—from the elementary years to the post-secondary level.

As a person engaged in and promoting multifaith dialogue, I am currently pursuing a graduate degree in dialogue theology. I believe that the MHR degree will add significantly to the possibilities available to those who are very much engaged in this area yet are not oriented toward a career in ministry. Certainly, as the composition of Canada's multicultural society is changing and becomes less Eurocentric, it becomes difficult to find a graduate degree for those who wish to study the concept of dialogue from a non-Christian approach. Dialogue is an area that is so vast, extending from religion to politics to law, etc. and the interdisciplinary method seems the perfect way to approach this topic. As well, while the topics of global ethics and human rights are explored in the both the graduate programmes offered in Theology, Indigenous Governance and Indigenous Development Practice at the University of Winnipeg, they are generally limited in scope to Canadian issues. Looking at the list of scholars who might be teaching in the MHR programme, I can envision broader possibilities for students.

I believe that students in the MHR programme could be a wonderful resource for the Freeman Family Foundation Holocaust Education Centre as we move forward. I can also imagine students developing programming for us and we in turn providing guest lectureships to the programme—such as survivors, people who have interviewed them or second-generation of survivors. The Manitoba Multifaith Council provides an opportunity to access several different faith communities through their representatives and as such provide networking and research opportunities.

Several months ago, I attended an international conference in Manchester. Delegates from around the world crowded around me and another delegate from Winnipeg. The question on everyone's lips was the same: "Tell us about your wonderful new museum!" I believe that this programme will be another world-class initiative that will make Winnipeg a world-class centre for scholarship and research. I wish to congratulate those who have had the extraordinary vision to imagine such a programme.

Sincerely,

Belle Jarniewski



Chair,

Freeman Family Foundation Holocaust Education Centre of the Jewish Heritage Centre of Western Canada



21 of August 2015

**Dr. David Barnard**  
President of the University of Manitoba  
University of Manitoba, Canada

Dear Dr. Barnard,

On behalf of the Permanent Mission of Costa Rica to the United Nations, I would like to refer to the University of Manitoba in regard of the Academic Master Program of Human Rights that it is currently initiating.

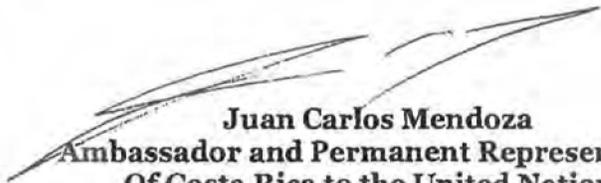
In this regard, Human Rights have been historically a fundamental condition in the national policies of Costa Rica. The history of Costa Rica is rich in laws and institutional actions in order to guarantee the fundamental rights and freedom of our citizens.

Human Rights have been the central pillar of the foreign Costa Rican policy. Our country was one of the main contributors of the Universal Declaration of the Human Rights and the first one to ratify the International Covenant on Civil and Political Rights created by the United Nations. Education in human rights has also been a key issue in our agenda.

Therefore, we support initiatives in the academic field that can contribute to create knowledge and capacity in human rights. We hope that your new Master Program of Human Rights is successful and can make a positive impact in the benefit of humanity and the future generations.

I avail myself of this opportunity, the assurances of my highest consideration.

With regards,

  
**Juan Carlos Mendoza**  
**Ambassador and Permanent Representative**  
**Of Costa Rica to the United Nations**



Cc: Dr. Annette Desmarais. CRC in Human Rights, Social Justice and Food Sovereignty.  
University of Manitoba, Canada

Dr. Christina M. Szurlej  
520 Portage Avenue  
Winnipeg, MB R3C 0G2

---

19 March 2015

Dr. David Barnard, President  
Office of the President  
202 Administration Building  
University of Manitoba  
Winnipeg, MB R3T 2N2

Dear Dr. Barnard:

I am an Instructor in the fields of human rights and conflict resolution studies who is writing to support the proposal to establish a Masters in Human Rights program at the University of Manitoba based on a lack of similar sought-after programs in Canada, highlighting the types of careers graduates would be able to pursue. As someone who has earned a postsecondary education specializing in human rights at the University of Essex, National University of Ireland, Galway and Middlesex University, I can personally attest to the added value of offering an MA program in human rights at a local level.

The postsecondary study of human rights is growing on a global level, with world-leading MA programs offered at the London School of Economics, University College London, Essex Human Rights Centre, Irish Centre for Human Rights, Rutgers University, Utrecht University, Columbia University and countless others. Encouraging local undergraduate students to continue/pursue postsecondary education at the University of Manitoba and attracting international students hinges on offering a diverse range of programs competitive against those offered abroad. Though there are other masters programs offered in related areas, such as an LLM concentrated in social justice at the University of Ottawa, none has an overt focus on human rights.

Pursuing a Masters in Human Rights is the next logical step for students who have earned a Bachelor of Arts in Human Rights and wish to continue their education. At present, such students are forced to study abroad and may choose not to return to Canada to pursue their careers. With at least nine BA programs in human rights offered by prominent universities across Canada, this presents a significant missed opportunity for Canadian universities.

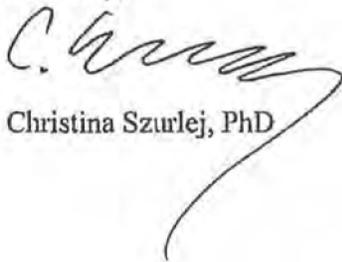
Launching a Master's in Human Rights at the University of Manitoba would enable graduates to pursue a variety of careers. At the provincial government level, graduates of the program could become Human Rights Officers at the Manitoba Commission for Human Rights, or draw from their expertise to inform the shaping of government programs, policies and laws in any government department. Graduates could take on a similar role in the federal government, or take on more expressly human rights focused work for the Office of the Ombudsman or for the

Canadian Human Rights Commission. With over 4000 nongovernmental organizations (NGO) formally recognized by the United Nations Economic and Social Council, graduates have ample opportunity to become involved in NGO work locally, regionally and at an international level. Other similar opportunities include working with civil society or non-profit organizations. Finally, though not exhaustively, graduates may also apply their knowledge to the area of human resources, ensuring that human rights are respected in the workplace.

As of 1 July 2015, I will commence a new position as Assistant Professor in Human Rights and Director of the Atlantic Centre for Human Rights. My Directorship with the Centre could potentially create opportunities for collaboration, including professional development opportunities for MA students in human rights. I would likewise be pleased to continue my support through consultation with the University as this program unfolds, should it be approved.

Establishing a Master's in Human Rights at the University of Manitoba presents an opportunity for the University to be a leader in a quickly growing field, for which Winnipeg is becoming known, particularly with the recent erection of the Canadian Museum of Human Rights. Offering this program addresses several gaps in Canadian higher education, will encourage existing students to remain in Manitoba for their postgraduate studies while attracting international students, and will better position graduates to embark on careers in their chosen field.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Szurlej', with a long, sweeping underline that extends to the right and then curves back down.

Christina Szurlej, PhD



# FACING HISTORY AND OURSELVES

People make choices. Choices make history.

July 30, 2015

President David Barnard  
Office of the President  
202 Administration Building  
University of Manitoba, Winnipeg, MB R3T 2N2 Canada

Dear President David Barnard,

I would like to commend the faculty and leadership of the University of Manitoba for its proposal to create a Master of Human Rights program. My own work as the director of the Toronto office of Facing History and Ourselves ([www.facinghistory.org](http://www.facinghistory.org)), very much aligns with the proposed scope of the program. Facing History supports educators as they teach their students about some of the greatest human rights abuses in history. Our pedagogical approach engages students in learning that history is made up of the choices that individuals make, and that therefore their own choices matters. Through the study of history, our students become civically engaged global citizens.

For the last two years, I have been a presenter at the Teaching and Leadership for Human Rights Education Summer Institute co-sponsored by the University of Manitoba and the Canadian Museum of Human Rights. I have been impressed by the faculty I have worked with in the delivery of this program, as well as the student participants from the University's Department of Education. Educators today are expressing the need for more professional development in the field of Human Rights. A 2013 Canadian Teachers Federation Survey reported that 94 per cent of respondents said it was important for them to acquire more knowledge and skills around age-appropriate methods for teaching about human rights. I do not doubt that the Master in Human Rights Program would attract individuals with degrees in education who would like to deepen their knowledge in this important field. The cross curricular nature of this program would certainly graduate individuals prepared to lead the field of human rights education. Graduates could not only go back into the classroom, but would also be prepared for positions like my own, supporting other educators through the writing of new curricular materials, and providing professional development.

In reading the proposal, I have no doubt that the Master of Human Rights Program at the University of Manitoba would be successful in attracting a high caliber of students. I personally would look forward to the possibility of working with student from the program through internships and possible employment with Facing History and Ourselves. I would be delighted to teach students in the program as a guest lecturer or as a presenter at Summer Institutes.

I fully support the development of a Master of Human Rights at the University of Manitoba.

Sincerely,

Leora Schaefer  
Director, Toronto Office  
Facing History and Ourselves

Facing History and Ourselves  
@ Centre for Social Innovation  
215 Spadina Avenue  
Suite #170  
Toronto, Ontario M5T 2C7  
Canada  
416-901-3831  
[facinghistory.org](http://facinghistory.org)  
Charity Number 82181 4019 RR0001



**40** ans  
years  
1975-2015

221 av. Laurier Ave. E.  
Ottawa, Ontario  
K1N 6P1 Canada

Tel/Tél : 613-563-4801 • 1-866-563-4801  
Fax/Télé : 613-594-4704  
[www.interpares.ca](http://www.interpares.ca)

Dr. David Barnard  
President of the University of Manitoba  
202 Administration Building  
University of Manitoba  
Winnipeg, MB.  
R3T 2N2

**RE: Letter of support for University of Manitoba Masters of Human Rights Program**

Dear Dr. Barnard,

I am writing to express Inter Pares' enthusiastic support for the creation of a Masters of Human Rights program at the University of Manitoba.

Inter Pares is a registered Canadian charity founded in 1975, and based in Ottawa but with supporters across Canada, including many in Manitoba. Inter Pares currently works with over 70 organizations around the world who share our analysis that poverty and injustice are caused by inequalities within and between nations and who are working to promote social and economic justice in their communities and societies. The promotion of human rights and the use of human rights mechanisms is an important element of the programs of many of our counterparts in many countries. We see a growing emphasis on human rights in many thematic areas that affect the poor, including food security, women's empowerment, trade, children and youth, and education.

Inter Pares frequently collaborates with professors and students from comparable programs at universities across Canada as part of our work. The kind of interdisciplinary graduate-level education being proposed prepares students not only for work in Canada's non-profit sector, but also for work with government, and other related fields. We feel that it is also an excellent grounding for students who choose to apply their credentials and a human rights lens to other sectors, such as journalism, and education. It has been our experience that university programs focussed on human rights attract students from all over the world, and from diverse communities within Canadian society including various diasporas.

Winnipeg, as a key hub for indigenous rights in Canada, as a focal point of the disability rights movement, and as the new home of the Canadian Museum for Human Rights, is an ideal location to offer an interdisciplinary Masters of Human Rights program.

Inter Pares looks forward to future opportunities for collaboration with the University of Manitoba in engaging Canadians on human rights issues that affect us all, in Canada and overseas.

Respectfully,

A handwritten signature in blue ink, appearing to read "Jack Hui Litster".

Jack Hui Litster  
Co-manager, Inter Pares

J. Grant Sinclair, QC,  
B.Com, LL.B, LLM  
514-138 Princess Street  
Toronto, ON, M5A 0B1  
July 21, 2015.

David T. Barnard  
President and Vice Chancellor  
Room 202, Administration Building  
University of Manitoba  
Winnipeg, MB, R3T 2N2

Dear President Barnard,

I am writing to you in support of the Graduate Program Proposal, Master of Human Rights at the University of Manitoba. I recently ended my ten year tenure as the Vice-chair and Chairperson of the Canadian Human Rights Tribunal. The Tribunal administers the *Canadian Human Rights Act*, more specifically, hears and decides, through written decisions, human rights complaints referred to it by the federal Human Rights Commission.

In the past four decades following the enactment of the *CHRA*, many of the Tribunal decisions have found their way on appeal to the Supreme Court of Canada. The result has been an expanding recognition and protection of human rights in Canada including disability, gender, ethnic/national origin, race, aboriginal, freedom from harassment, both sexual and in employment, age, and hate messages.

The human rights process, federally and provincially is complaint driven and to a large extent has been located in the domain of the lawyers and the courts. My experience, as a decision-maker, is that there has been little appreciation or use by advocates or the courts of sources such as international human rights norms found in treaties to which Canada is a signatory. As well, the use of restorative justice within the human rights process has only recently been introduced but is not yet broadly based in Canada.

Although there has been a significant expansion of human rights, in my view, it is time to look beyond just the provisions of human rights legislation in order to deal with, as the Proposal states "the increasingly complex human rights challenges of the 21<sup>st</sup> century. Human rights figure much more prominently in politics, business, policy, law, education and movements for social change. The myriad of complex human rights issues confronting Canada and the world are best tackled through a broad-based approach that spans histories, cultures and academic disciplines."

The Proposal indicates that the University of Manitoba has identified human rights as one of its six strategic priorities for academic enhancement and one of seven major research themes. The MHR program can also draw on the broad expertise in human rights research and teaching that currently exists at the University of Manitoba.

In my assessment, to the extent that the Master of Human Rights (MHR) program will be broadly interdisciplinary, branching into the sciences and taking advantage of expertise in the university's professional schools, including Law, Education and Social Work, it will fill an identifiable need and equip graduates to respond to the increasingly complex human rights challenges.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Grant Sinclair", with a stylized flourish at the end.

Grant Sinclair

To Whom It May Concern:

This letter is in support of the proposed Master of Human Rights (MHR) at the University of Manitoba.

I have an M.A. in Human Rights from the University of Essex in Colchester, U.K., which I received in 1999.

Since this time, due to the opportunities this degree afforded, I have worked as a Human Rights Officer with the Organization for Security and Cooperation in Europe (OSCE) with their mission in Kosovo; as a lecturer with the Norman Paterson School of International Affairs (NPSIA) at Carleton University, and as a Program Advisor in the Humanitarian Affairs Division with the Canadian International Development Agency (CIDA). As well, for several years I was an employee of a special UN human rights and humanitarian roster consisting of UNICEF (UN Children's Fund), UNHCR, (UN High Commissioner for Refugees), OHCHR (UN Office of the High Commissioner for Human Rights) and OCHA (UN Office for the Coordination of Humanitarian Affairs). As a 'Senior Protection Officer' I was deployed to the field by 1 of these 4 agencies depending on need.

For the past several years I have been a consultant in the area of human rights. Contracts have included Amnesty International, UNDP (UN Development Program), and IOM (International Organization for Migration).

As someone who had to study abroad to obtain a degree similar to the one being proposed by U of M because none existed in Canada, it would have been a great help to have had access to a program like this when I was looking for graduate programs.

As such, I think the proposed MHR will be filling a much needed niche in Canada and will attract a broad array of students who are looking for an opportunity to gain academic knowledge in an area that would provide them with opportunities to work either in Canada with non-profits or the federal or provincial governments, or abroad with multi-lateral agencies, such as the UN or OSCE or international non-governmental organizations.

Sincerely,



Corey Levine  
MA Human Rights,  
University of Essex

26 March 2015



July 28, 2015

Dr. David T. Barnard  
President and Vice-Chancellor  
Office of the President  
202 Administration Building  
University of Manitoba  
Winnipeg MB R3T 2N2

Dear Dr. Barnard:

**Re: LETTER OF SUPPORT FOR MASTER OF HUMAN RIGHTS PROGRAMME AT  
UNIVERSITY OF MANITOBA**

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The Manitoba Human Rights Commission is delighted to hear that the University of Manitoba is considering a Master of Human Rights programme.

Since the United Nations adopted *The Declaration for Human Rights* in 1948, human rights have held an important place in the legal and political frameworks of modern societies. Despite the formal recognition of human rights and various systems to promote and protect those rights, discrimination continues to exist across Canada, including Manitoba. Human rights cannot be left solely to commissions, tribunals, and courts. It requires the engagement of a wider public in a critical discourse about the effect of stereotype and prejudice, its causes, and potential remedies. While human rights commissions actively work to educate the public, such an objective also requires input of bright innovators and researchers.

The Commission believes that a programme such as the proposed Master of Human Rights at the University of Manitoba would equip human rights innovators and researchers to lead meaningful change in local, national, and international communities. The Commission strongly encourages the University of Manitoba to consider implementing such a programme given the clear need.

The Commission would be pleased to work with the University in relation to such a programme, exploring possibilities for involvement with the programme in areas such as research projects for students, thesis committee membership, involvement with events, and guest lectures.

Sincerely,

Azim Jiwa  
Executive Director



August 5, 2015

Dr. David Barnard, President  
202 Administration Building  
University of Manitoba  
Winnipeg, MB R3T 2N2

Dear Dr. Barnard:

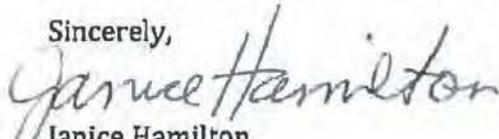
On behalf of the Manitoba Council for International Cooperation, I am pleased to write a letter of support for the Master of Human Rights program.

I think this would be a significant opportunity for Manitoba and the University of Manitoba to offer a Master's level program in Human Rights. Manitoba has often been at the forefront of important milestones in Human Rights, such as Manitoba women getting the right to vote, the Disability Rights Movement, and now with the opening of the Canadian Museum for Human Rights, it makes sense for Manitoba to lead the way in offering a Master in Human Rights.

In recent years MCIC's programming in international development has moved toward a rights based approach to development. I think the international development sector would value from the contribution of graduates of a MHR program.

In conclusion, I fully support the development of a Master in Human Rights program at the University of Manitoba. The inter-disciplinary and trans-faculty engagement that is being proposed is exciting. I think this program could play an important role in building a more just and fair world for all.

Sincerely,

  
Janice Hamilton  
Executive Director

***Manitobans - Working Together as Global Citizens***

---

302-280 Smith Street Winnipeg, Manitoba, Canada R3C 1K2  
tel: (204) 987-6420 fax: (204) 956-0031 e-mail: info@mcic.ca web: www.mcic.ca

Jim Derksen LLD h.c. (Manitoba)  
157 Walnut Street  
Winnipeg MB Canada  
R3G 1P3

David T. Barnard  
President and Vice-Chancellor  
University of Manitoba  
Winnipeg MB Canada  
R3T 2N2

Dear President Barnard;

I am very pleased that a graduate program proposal for the establishment of a Master of Human Rights (MHR) program at the University of Manitoba has been developed.

As you may know, I have endeavored to advance the understanding and practice of human rights throughout most of my life. It seems to me the MHR program will not only complement other academic programs at the University of Manitoba and other institutions of higher academic learning in the province, it will also provide a centerpiece for leadership and further coherent development of human rights learning infrastructures. Human rights expertise should, and must, be welcomed and employed in every public and private enterprise. This could, and will, advance us toward our shared vision of a future where human rights are pervasively manifest.

Such a future cannot arrive by directive only from above; it is achieved by shared, collective efforts by many at every level. On my part, I am willing to contribute to the development and operation of the MHR program. As an example, perhaps I can help by providing guest lectures in fieldwork, or any other appropriate course in the program.

Thank you for your consideration.

Yours truly,

Dr. Jim Derksen  
Honorary member, Council of Canadians with Disabilities



March 30th, 2015

**Dr. David T. Barnard**, Dip.C.S., B.Sc., M.Sc. Ph.D.  
President and Vice-Chancellor  
University of Manitoba

Dear Dr. Barnard,

We are pleased to support the application of the Centre for Human Rights Research to create a new interdisciplinary Master of Human Rights degree.

Winnipeg Harvest believes strongly that such a program will support the development of increased consciousness of the importance of human rights in Winnipeg, Manitoba and Canada.

You are likely to attract students who put a high value on human rights, in practice as well as theory. They could find careers in a wide variety of fields, including human rights commissions, governments, teaching and non-governmental organizations.

Winnipeg Harvest would be pleased to consider co-operation with this program on a number of fronts. We would be prepared to have student placements at Winnipeg Harvest, just as we do with the College of Nursing.

We could hold jointly sponsored events with the MHR program. For instance, three years ago, Winnipeg Harvest sponsored a workshop with two U of M professors, Evelyn Forget and Wayne Simpson, on the Manitoba Minimum Income program.

We could provide a guest lecture for the fieldwork course, as we do with the College of Medicine.

Winnipeg Harvest could be a potential employer of graduates of this program, just as we currently employ a number of U of M grads from different faculties, including Fine Arts.

Winnipeg Harvest believes that the right to food – the right to be free from hunger – is a basic human right. We look forward to working with the Faculty members, staff and students to explore what that truth means in Canada today and in the future.

We are selfish in our support, because we see the need to engage and provide actions with human rights promises that can help us reduce the need for food banks in Canada. This program can help to give us hope.

Please let me know if we can provide any additional support for this worthy application.

Yours sincerely,

David Northcott, CM, OM  
Executive Director

# APPENDIX D

## **Graduate Social Justice Programs Co-ordination**

*(tentative plan, which will evolve as the programs continue discussions)*

### Co-ordinating Committee for Graduate Social Justice Programs

- Purpose: mutual support and community building
- Membership: the program directors of the Disability Studies, MHR and PACS graduate programs
- Chair: role rotates between members (5-year term, 3-credit teaching release included in MHR budget)
  - o The chair's duties include:
    - representing the programs to UM Grad Studies
    - promoting the programs internally and externally
- Committee meetings will be called by the chair discuss issues of mutual concern, including:
  - o Sharing of space and accessibility
  - o Student services
  - o Selection of shared representatives for Grad Studies committees
  - o Streamlining of programs through possible:
    - Collaboration of support staff
    - Joint student orientation
    - Shared courses and covering courses during leaves
    - Extra-curricular events
    - Co-ordination of sub-regulations
  - o The chair may invite others to participate in specific discussions, where relevant, including:
    - Graduate students in the programs
- Note that scholarships, including UMGFs and private scholarships, will continue to be allocated and administered by individual programs
- Individual programs will retain authority on student matters, but the directors may consult with the co-ordinating committee

MHR program governance: As outlined in the MHR proposal

DS governance: Existing graduate program committee

PACS PhD program governance: Existing program committee

PACS joint MA program governance: Existing joint discipline committee

Grad Studies dean  
(Mondor)



Chair position rotates between the UM grad program directors

PACS programs director (Lutfiyya)	DS program director (Hansen)	MHR program director (to be appointed)
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PACS PhD  
committee  
(existing)

PACS joint  
master's ctee  
(existing)

DS program ctee  
(existing)

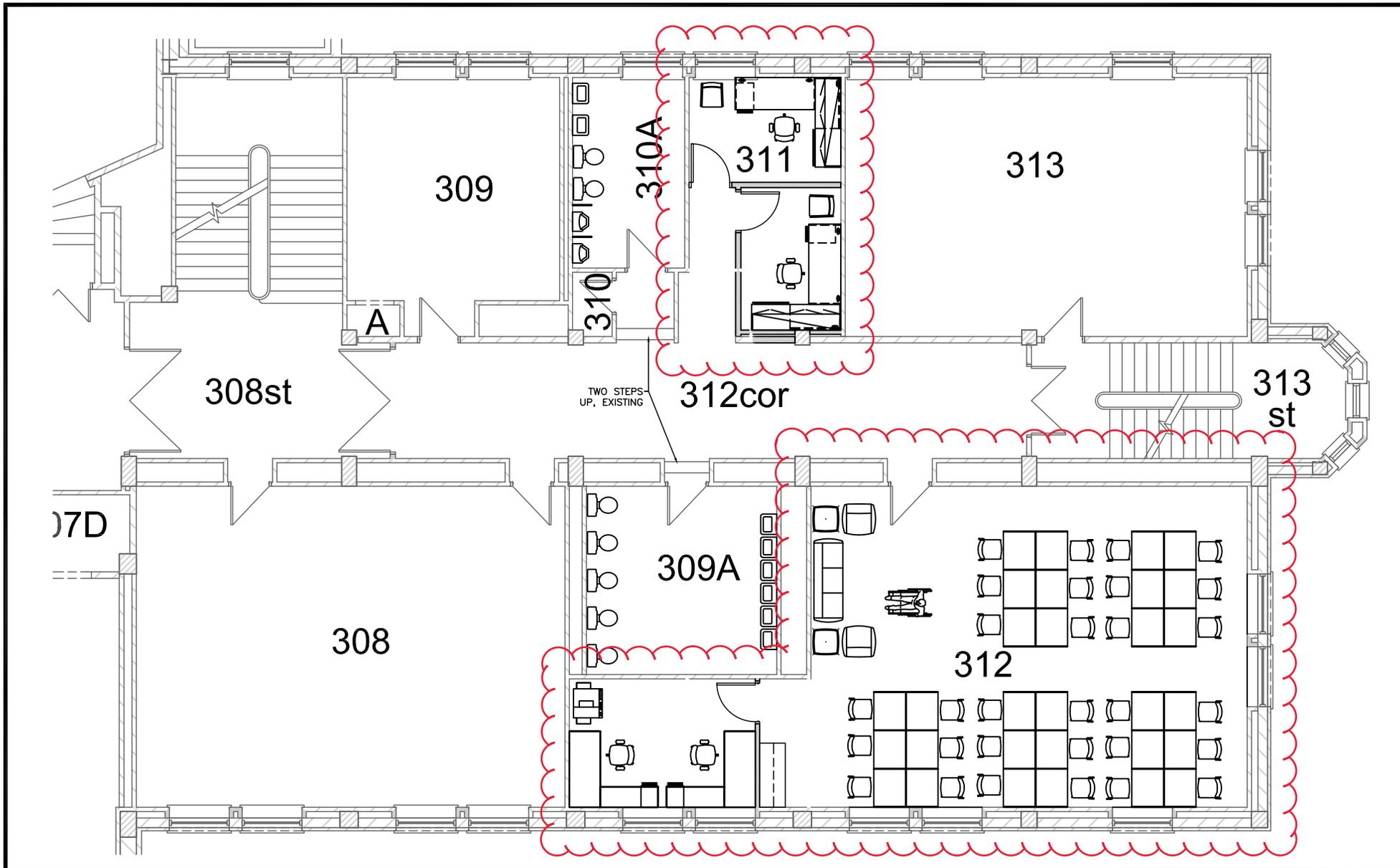
MHR program ctee  
(see draft MHR  
proposal)

PACS office assistant  
(Ducharme)

DS office assistant  
(Woodland)

MHR/SJ admin assistant  
(to be hired)

# APPENDIX E



 <b>UNIVERSITY OF MANITOBA</b>   <b>Campus Planning Office</b>	PROJECT: <b>MASTER OF HUMAN RIGHTS FACULTY OF GRADUATE STUDIES</b>	DATE: December 12, 2016	DRAWN BY: MF
	SHEET TITLE: <b>PROPOSED PLAN TIER BUILDING - LEVEL 300</b>	SCALE: 3/32" = 1'-0"	APPROVED BY:
	REQ. NO.: -	DWG NO.: <b>SK-1</b>	



ORDER OF MAGNITUDE COSTING

CLASS D

Project: Tier Building Date: January 9, 2017
Master of Human Rights - Rms. 311+312
Req. #: 115c161019-45 Ver. # 1
Client: Monique Fehr CPO 9048
AES Rep: Andrew Lovatt (AL), Project Manager Architectural and Engineering Services 298-2639

Background Request:

- The client has request an estimate for renovations to rooms 311 and 312 Tier Building.
The project team assigned met with the Client on site Dec 21, 2016 to review the scope.
An explanation of facility process and needs were provided.

Program Scope:

- Net Floor Area (s.f.) to be renovated: 1,181
Scope(s) of work: per demo and proposed plans prepared by CPO. 312 has acceptable existing ceiling and carpet. Provide new roller shades where required. Furniture (per plan) is included in this estimate.
Schedule and budget requirements: construction anticipated in early 2018 (escalate 1 year)

Project Costing Explanation:

- An 'order of magnitude' cost estimate (Class D) is the first and least accurate projection in the cost estimating process. A high level of contingency has been included as many project parameters are not yet finalized. There are no fees associated with an Order of Magnitude estimate.
If a more detailed estimate is required, then a Class C estimate and schematic will be provided. This will allow development of more specific and accurate solutions. Fees are associated with this level of investigation.
At completion of the Class C estimate, the standard 0.5% estimate fee of will charged.

From the date of approval of this document, the approximate time to complete the design will be: 15 weeks

Approval: [Signature boxes] F O A P A L

\$402,900.00

Cory Fielding Assistant Director (PP - AES)

Name Title

Signature [Handwritten signature]

Signature (Signing Authority on FOAP)

Jaret Klymchuk Director (PP - AES) Signature [Handwritten signature]

# APPENDIX F

## Thesis Advisors

These faculty members have agreed to serve as thesis advisors:

- Anthropology: Kathy Buddle-Crowe, Anna Fournier, Derek Johnson, Ellen Judd, Fabiana Li
- Disability Studies: Nancy Hansen
- Education: Jerome Cranston, Charlotte Enns, Michelle Honeyford, Melanie Janzen, Sandra Kouritzin, Robert Mizzi, Nathalie Piquemal, Wayne Serebrin
- English, Film, and Theatre: Diana Brydon, Jonah Corne, Mark Libin, Adam Muller, Struan Sinclair
- French: Dominique Laporte
- German: Stephan Jaeger
- Labour Studies: David Camfield
- Law: Karen Busby, Shauna Labman, Debra Parkes, Lorna Turnbull
- Native Studies: Christopher Trott
- Philosophy: Esa Diaz-Leon
- Political studies: Tami Jacoby, Kiera Ladner
- Psychology: Katherine Starzyk
- Religion: Kenneth MacKendrick
- Slavic Studies: Myroslav Shkandrij
- Social Work: Maria Cheung, Sid Frankel, Eveline Milliken, Jim Mulvale, Cathy Rocke
- Sociology: Elizabeth Comack, Annette Desmarais, Jason Edgerton, Christopher Fries, Laura Funk, Rick Linden, Gregg Olsen, Tracey Peter, Susan Prentice, Lance Roberts, Russell Smandych, Lori Wilkinson, Andrew Woolford
- Spanish: María Inés Martínez
- Women's and Gender Studies: Janice Ristock, Jocelyn Thorpe

Co-advisors from other faculties:

- Agriculture: Annemieke Farenhorst
- Civil Engineering: Jeannette Montufar
- Community Health: Brenda Elias
- Environment and Geography: Bruce Erickson
- Kinesiology and Recreation Management: Sarah Teetzel
- Natural Resources: Shirley Thompson
- Nursing: Benita Cohen

## **Proposed Master of Human Rights – Review Committee Assessment**

### **For the University of Manitoba**

Rhoda E. Howard-Hassmann, Ph.D., FRSC, Canada Research Chair in International Human Rights, Wilfrid Laurier University and Balsillie School of International Affairs

John Packer, LL.M., Director of the Human Rights Research and Education Centre and Associate Professor of Law, University of Ottawa

February 9, 2016

We would like to thank the University of Manitoba for inviting us to review its proposal for a Master of Human Rights (MHR). We would also like to thank those many individuals and administrators who prepared the application and arranged our visit, and who took the time to meet with us during our two-day visit on February 1 and 2, 2016.

### **A. Recommendation to Establish the Proposed Program**

Our overall assessment of this proposed degree is positive; indeed, we consider it to be trailblazing. Below, we list the reasons for this positive assessment.

1. Canada needs such a program, which will be the first and only one in the country. It is important and timely and stands to help put UM on the map, nationally and internationally. At the moment, Canadians wishing to attain a non-law master's degree in human rights must travel abroad, mostly to the United States or United Kingdom (where approximately 40 programs of this kind already exist). Thus, UM is likely to attract students from all over Canada to this innovative interdisciplinary degree, which will both draw on and strengthen some of UM's existing programs. Several undergraduate programs in human rights and/or social justice exist across Canada, but there is nowhere in the country where professors in these programs could advise their students to go for graduate training.

2. The MHR is consistent with UM's strategic plan, which includes human rights as one of its six strategic priorities. It is also a very good fit with the city of Winnipeg where, according to the proposal, "a coalition of local organizations is working on a plan to have Winnipeg emerge as a leading city for human rights education." Similarly, it reflects Winnipeg's and Manitoba's history of social justice, progressive public policy and governance.

3. UM possesses a significant comparative advantage in offering this program. It has close associations with the Canadian Museum for Human Rights and is the location of the National Centre for Truth and Reconciliation (NCTR) – both specifically committed to the MHR.

4. UM's connections with and concern for indigenous Canadians will make the proposed MHR very attractive to students. Many individuals and faculties (e.g. law, education, social work) at UM are already actively engaged in practical work with indigenous Canadians. This particular concern might be very attractive to international students, for example from Europe, who are interested in the rights of indigenous peoples, a growing area of interest.

5. The MHR might also be attractive to those interested in the human rights of persons with disabilities, given that NGOs in Winnipeg were instrumental in formulating the Convention on the Rights of Persons with Disabilities. The presence of a dedicated postgraduate program on Disabilities Studies and proximity in Winnipeg to the Manitoba League of Persons with Disabilities, the Council of Canadians with Disabilities, and the Canadian Centre on Disability Studies combine to offer a critical mass of expert resources in this increasingly important field.

6. Representatives from the Faculty of Law also suggested that the MHR might broaden the base of their own students and so enrich their learning environment.

## **B. Recommended Changes in the Proposed Program**

Despite our enthusiastic endorsement of the proposed degree, we recommend that, without in any way undermining its scholarly and critical rigour, the MHR be focused on a more professional and applied orientation. By this we mean the following changes, which we elaborate below in our answers to specific questions.

1. Elimination of the heavy thesis requirement – replacing the long thesis requirement by a standard research paper.
2. Move to a 12 or 16-month program from proposed 24-month program.
3. Strong grounding in knowledge of international law and systems for the protection of human rights (including universal, regional and domestic levels).
4. Training in different types of professional skills, notably writing.
5. Practicum and/or internship (international strongly recommended).
6. Second-language requirement strongly recommended.
7. Addition of further courses (notably, environment, business ethics, human security).
8. Hiring a new professor who can teach both research methods in human rights (as per the proposal) and a course on the international, regional, and domestic systems for the protection of human rights.

**C. Answers to Specific Questions Posed by the Letter to Assessors** (Note: some of the answers below repeat information already in Sections A and B above)

*Comparison with related programs*

As noted above, there is no other interdisciplinary master's in human rights program in Canada. Currently, Canadian students must travel abroad to pursue a master's in this field, imposing heavy financial costs. The proposed UM degree might therefore draw not only students from Winnipeg and Manitoba, but also from all of Canada. The degree might also prove to be a draw for foreign students, as the cost would be significantly lower than in the US or UK.

The proposed MHR is competitive with other masters-level programs in this field of which we are aware. There is a substantial body of experienced researchers in human rights or related areas at UM, and a very broad range of course offerings in the field.

The proposed MHR might be very attractive for early or mid-career professionals in human rights-related areas seeking educational upgrades or qualifications. For such persons, it would probably be much more attractive if its duration were 12 or 16 months rather than two years. For those with professional experience, the proposed requirement of a four-month practicum could be waived, so that their commitment would be for only one year.

However, other master's degrees in human rights are usually thoroughly grounded in international relations and international law, including knowledge of systems and institutions of human rights. The best of them also normally include some practical experience and promote acquisition of skills and competencies including multilingualism, preferably acquisition of a second (or even third, fourth or more) language. We recommend that UM follow this model as much as possible.

*Breadth and Depth of Curriculum*

While the breadth of courses listed as options for students to take is impressive, we are nevertheless concerned about some significant gaps.

We are particularly concerned that students be familiar not only with the international, regional and domestic laws of human rights, but also with the international, regional, and domestic organizations and systems that are mandated to protect human rights through supervisory bodies and available judicial and non-judicial recourses. Indeed, the effective implementation and realization of human rights is increasingly being achieved through non-traditional organisations and institutions such as the World Bank and the World Trade Organization. The range and number of institutions and actors at the domestic level is also increasing. Thus, we believe that the new hire should be able to teach a course in this area, and that this course should be compulsory.

If the MHR includes a compulsory course on human rights organizations and systems, however, that would mean that it would require four compulsory courses in all, leaving only two optional courses. We believe that it is crucial for students to obtain the kind of background that potential employers would expect; thus this change in requirements is justifiable.

We recommend that courses related to the human right to a clean environment be included as options. This is a growing field in human rights and one that relates to climate change; some students might wish to pursue this field as a specialization.

We are concerned that there do not appear to be any offerings from the School of Business or the Department of Economics. Growing areas of concern in international human rights include matters of financial resource collection and use notably in respect of social and economic rights, the role of private actors including for-profit corporate entities, and thus corporate social responsibility (CSR): CSR pertains in particular to Canada's very large extractive industries (mining, logging, etc.) sector. If, as the proposal for the MHR suggests, its students are to be prepared to work as human rights advisors in the corporate sector, then they must be familiar with the latest thinking in CSR and with business ethics in general.

We hope that HMRT7100 "Theory & Practice of HR: Critical Perspectives," which we assume will be a required course, will include some basic grounding in the philosophy of human rights, especially knowledge of Enlightenment philosophy. We also recommend that this course be renamed to remove its promise of "Practice;" the latter should be delivered through dedicated skills elements and a practicum.

We suggest that the proposed optional seminar in professional socialization be made compulsory but non-credit. This seminar should be used to teach professional skills, especially in forms of writing other than academic, such as how to write policy briefs, legislation, and fact-finding reports, fund-raising proposals, and reports for NGOs; how to use traditional media such as writing op-eds; and how to use new forms of social media such as blogs, Facebook and Twitter for advocacy work. The seminar should also teach negotiation skills, in line with the description of the MHR (B-1). Finally, it could also be used to teach academic skills such as how to present at conferences, how to prepare a research grant proposal, and how to write a paper for publication.

As noted above, we recommend that the new assistant professor in human rights should teach a course on the international human rights system as well as a course on human rights research methods. We are assured by the Faculty of Law that several of its professors can offer the necessary course on international human rights law, and we also understand that at least two professors can teach the course currently entitled Human Rights Theory and Practice.

### *Demand for Graduates*

We believe there will be significant demand for graduates from the proposed program, especially if the key changes we suggest; namely, inclusion of a required practicum or internship, and inclusion of a second-language requirement, are instituted.

In the public sector, there will be demands from national, regional and municipal governments, as well as human rights commissions and similar bodies at various levels. There will also be demand from intergovernmental organizations (not only from the United Nations and its affiliated organizations, but also from international financial institutions and regional human rights organizations).

Arguably greater opportunities for employment will arise from the burgeoning “third sector” of non-governmental organizations, civil society and community-based organizations. These entities increasingly require new hires in principal positions to possess Masters-level education in the field of human rights and social justice (as well as proficiency in more than one language).

Private research foundations, think-tanks and think-and-do-tanks of various kinds might also be interested in hiring graduates.

Private corporations also hire human rights advisors and many more are likely to do so in the future, but they will probably require some knowledge of business ethics as well as a minimal understanding of economics.

In Professor Packer’s experience, students with interdisciplinary degrees in human rights are as likely to be employed as students with Masters of Laws degrees. This is likely to be increasingly so.

### *Excellence of faculty and breadth of expertise*

While we were not in a position to assess the qualifications of individual faculty members, we were very favourably impressed by the range of faculty interests. The breadth of fields covered is substantial, and more than enough to satisfy the degree requirements, except for the key course on the international system, as noted above. Many widely published UM scholars, enjoying the recognition and esteem of their peers, appear committed to contribute the proposed program. This will prove a strength for the program as a whole (and possibly spawn valuable interdisciplinary research collaborations and new courses ahead).

There are also several centres and institutes at UM that have solid memberships, established teaching programs and research outputs, as well as exciting outreach activities. These include the Centre for Human Rights Research (which has already established the *Canadian Journal of Human Rights*), the Mauro Centre for Peace and Justice and the NCTR. Thus, there is an exciting group of research centres at UM, making it a fertile environment within which to locate the MHR.

*Adequacy of facilities, space and other resources*

The proposed location of the MHR in St. Paul's College is an excellent choice, assuming that St. Paul's will be renovated (as foreseen) including to be fully accessible. We recommend that in the new study areas students be provided with secure, lockable cubicles or drawers, so that they do not have to worry about leaving their own property and/or confidential documents in their research spaces. We applaud St. Paul's proposal to build nearby a post-graduate, culturally sensitive residence for international students.

The co-location with the program on Peace and Conflict Studies and the proximity to Disability Studies (once the latter is able to move) will yield important synergies of both a substantive and practical nature with faculty and students in these programs.

The library has assured the university that it can support this program, and we agree with its assessment. The existence of a dedicated library in St. Paul's College available to MHR students is an additional asset.

We note however the need for sufficient administrative support, notably for the non-credit but compulsory skills course that we propose, and for organization of practicums or internships. While we understand that at the moment the proposal is to have one full-time administrative assistant, we suggest another half-time position to help with the practicums and/or internships, which will be especially important in the initial years when placement relationships will need to be established.

It is important, moreover, that the program not be underfunded; rather, the university should take a bold approach. We suggest that the eight \$2500 scholarships currently proposed for research should also be available for internships. Moreover, we suggest that fund-raisers be instructed to seek support at the level of \$5,000 each for each year's annual intake of 15 students to pursue practicums or internships. There should also be funds made available for invited guest lecturers and other events in order to enrich the program and assure the highest quality which would be competitive with leading, established programs in the world.

In this last respect, we were encouraged by the enthusiastic assessment of UM's fund-raising officer about the prospect of meeting the fund-raising goal for the new MHR, especially if it were more practice-oriented.

In sum, a high quality professionally-oriented program that is fully nationally and internationally attractive and yields candidates for a range of employment opportunities should be properly funded. Reputation-building will be vital; thus the program should not be hamstrung from the start.

### *Strengths and Weaknesses of the Program Proposal*

We have documented the many strengths of the proposed MHR above, and suggested ways to strengthen it.

With regard to weaknesses, we reiterate that there is no need for a heavy thesis requirement in this degree, either for those students aspiring to enter or re-enter a professional career in human rights, or for those aspiring to become academics. Indeed, we believe such a requirement would be unnecessary and make the MHR less attractive to applicants, compared with other programs in the world. Rather, we suggest the MHR stress experiential learning and practical skills, especially writing skills. We suggest that the program be reduced to three or four terms (12 or 16 months) depending on whether a practicum is included: this would include two terms of courses, one term for a practicum, and one term to write a short, possibly publishable thesis.

A research paper of 7,500-10,000 words, for which the standard would be that it was of a quality high enough to be submitted to an academic journal, is more practical, would take less time, and might, if actually accepted by a journal, improve the chances of those graduates wishing to pursue a Ph.D.

A practical advantage of this change in requirements would be that far fewer supervisory resources would be required: one professor could supervise and one could act as second reader, with no need for an oral defense either of the thesis proposal or the finished product. Several individuals to whom we spoke voiced their concerns that, as proposed, the MHR would require supervisory time from faculty members already heavily committed in this regard.

We also encourage introduction of a second-language requirement in the program. As currently proposed, a second language is required only if necessary for the research thesis. We propose that if a second language is not required for the research paper, the student nevertheless should show competence in a language other than English. Some incoming students will already possess such competence. If not, they should be encouraged to gain competence in a “world language”; hence, we propose acquisition of one of the United Nations’ official languages (that is, in addition to English, French, Spanish, Arabic, Chinese, or Russian) or another world language such as German.

### **Overall Assessment**

We recommend that UM proceed to institute an MHR with the modifications that we have suggested. The program should not start before all elements are in place and the required funds are actually available.

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### Preamble:

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on February 17, 2017 to consider a proposal from the Dept. of Agribusiness & Agricultural Economics.

### Observations

1. The **Dept. of Agribusiness and Agricultural Economics** proposes the introduction of three program streams in the Master's program.

The Department of Agribusiness and Agricultural Economics offers graduate instruction leading to the M.Sc. degree, including three streams as described below. The Ph.D. program is offered through the Department of Economics, with students electing an Agricultural Economics field of specialization. The purpose of graduate training in Agribusiness and Agricultural Economics is to develop competence in solving real world problems relating to food production, policy, risk management, marketing, finance, international trade, resources, international development, agribusiness management, and the environment.

Students undertaking MSc graduate studies in Agribusiness and Agricultural Economics will specialize in one of three streams (see below) and it is requested that the selected streams will be recorded on the student's transcript.

#### **M.Sc. Program Requirements**

The M.Sc. program has three streams: (1) Agricultural Economics, (2) Agribusiness and (3) Environmental and Resource Economics, and a student will choose one of these three streams. Within each stream, there is a thesis option and a comprehensive option. In each of these three streams, the thesis option includes 18 credit hours (with at least 9 credit hours at 7000 level) and the comprehensive option includes 27 credit hours (with at least 18 credit hours at 7000 level). Other course work will normally be at 7000 level as well.

All students in the thesis option must complete a thesis and pass an oral examination based primarily on the thesis. These students must present two graduate seminars open to the public. The first presentation shall be on the thesis proposal paper, and the second presentation will be on the completed research.

All students in the comprehensive option must complete a research paper and pass an oral examination based primarily on the paper. These students shall present at a graduate seminar open to the public and be based on the completed research.

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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Students will have a permanent or temporary advisor upon entering the program, and all students must have a permanent advisor by the second term. New students will typically declare their stream at the beginning of their program, and must declare their stream by the second term. If existing students elect the three stream option, they will declare their stream at that time.

Students will obtain approval from their advisor for their stream of interest, and if their stream of interest is Agribusiness or Environmental and Resources Economics, then DGAC (Department Graduate Advisory Committee) must approve it. (Otherwise, the student will take the Agricultural Economics stream).

Students will obtain approval for any change in stream from their advisor, and if their new stream of interest is Agribusiness or Environmental and Resources Economics, then DGAC (Department Graduate Advisory Committee) must approve it. Both the thesis and comprehensive paper must be in the area of the student's selected stream.

### Requirements Specific to the Three MSc Streams:

Within the above program requirements (18 credit hours for thesis option, 27 credit hours for comprehensive option), students must include the following courses specific to their selected stream.

1. **Agricultural Economics Stream:** All Students in Agricultural Economics stream (*both thesis and comprehensive option*) must include the following courses within their program:

a. Microeconomics:

ABIZ 7940 and ABIZ 7950      6 credit hours

**OR**

ECON 7722      3 credit hours

b. Quantitative Methods      3 credit hours

(a course in Econometrics, Management Science, or Statistics, as approved by advisor, normally at 7000 level)

2. **Agribusiness Stream:** All students in the Agribusiness stream (*both thesis and comprehensive option*) must include the following courses within their program:

a. ABIZ 7410 Agricultural Finance      3 credit hours

b. an additional 6 credit hours in agribusiness or related area      6 credit hours  
(as approved by advisor, normally at 7000 level)

c. Quantitative Methods      3 credit hours

(a course in Econometrics, Management Science, or Statistics, as approved by advisor, normally at 7000 level)

**Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes**

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Note: A limited number of students will be given permission to take the Agribusiness stream, based on department capacity. (Not all professors in the department specialize in this stream, so this may limit the number of students who can be supervised in this area).

3. ***Environmental and Resource Economics Stream:*** All Students in Environmental and Resource Economics stream (*both thesis and comprehensive option*) must include the following courses within their program:

a. Microeconomics:

ABIZ 7940 and ABIZ 7950      6 credits

**OR**

ECON 7722                              3 credits

b. Quantitative Methods              3 credits

(a course in Econometrics, Management Science, or Statistics, as approved by advisor, normally at 7000 level)

c. ABIZ 7430    Advanced Theory of Resource Economics                              3 credits

d. An additional course related to environment and resources                              3 credits  
(as approved by advisor, normally at 7000 level)

Note: A limited number of students will be given permission to take the Environmental and Resource Economics stream, based on department capacity. (Not all professors in the department specialize in this stream, so this may limit the number of students who can be supervised in this area).

**Recommendations**

**The Faculty Council of Graduate Studies recommends THAT: the program changes from the unit listed below be approved by Senate:**

**Dept. of Agribusiness and Agricultural Economics**

Respectfully submitted,

Todd A. Mondor, Chair  
Faculty Council of Graduate Studies

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Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### Preamble:

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on February 17, 2017 to consider a proposal from the Asper School of Business.

### Observations

1. The Asper School of Business MBA program proposes an adjustment to its IELTS score requirement.

The MBA program language score required is an IELTS 7 with no score less than 5 in any band. It is proposed that the IELTS score of 7 have no band score less than 6.

Bands refer to reading, writing, listening and speaking. The maximum score per band is 9. To achieve the required total score of 7 students generally need to get a score of 6 or more in any band. Scores of 5 mean that students are functioning at the 55% level. Functioning at 55% in any one band is not adequate to meet the language level required by students in the MBA program.

Since students must achieve a 6 or better in any band to achieve the overall score of 7, it seems incongruous to have a minimum level of 5. Further, if a student does score a 5 or 5.5 in a band but still achieves an overall score of 7 it means they are particularly poor in one aspect of language which may prove to be a significant disadvantage for that student in class, in group and individual assignments. '

Student entrance data from the past two years was reviewed by the Asper School MBA program Director and this change will have little impact on enrolment. It will only prevent students that are especially low in one particular area from being accepted into the program.

### Recommendations

**The Faculty Council of Graduate Studies recommends THAT: the program changes from the unit listed below be approved by Senate:**

Asper School of Business

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

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February 17, 2017

**Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes**

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Respectfully submitted,

Todd A. Mondor, Chair  
Faculty Council of Graduate Studies

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## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### Preamble:

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on February 17, 2017 to consider a proposal from the Dept. of Computer Science.

### Observations

1. The **Dept. of Computer Science** proposes the elimination of its CanTEST supplemental regulation requirement and to adhere to FGS English language proficiency requirements. Historically, the CanTEST was required of all students within their first year of registration in the department.

The Department of Computer Science supplementary regulations currently include a requirement that graduate students in Computer Science complete the CanTEST during the first year of their program. The CanTEST is an English language proficiency exam, similar to TOEFL. The proposed change is to remove this requirement and to maintain the FGS English language proficiency requirements. Motivation for removing this requirement includes the following:

- The removal of the requirement was recommended by the recent external review of the Department of Computer Science's graduate program.
- The requirement is redundant given the FGS requirement for English language proficiency.
- The timing of the test was ineffective, since students could take the test as late as one year into the program. A student's English language proficiency must be known before being admitted to the program, not one year after entering the program.
- The additional test did not lead to increased English language proficiency in the department's graduate students.
- The test caused added administrative work and costs for the department and for students.
- The existing FGS application requirements are sufficient to evaluate English language proficiency in applicants to the graduate program.

The proposed change will not result in any increased costs; it will both save money by eliminating the fee for the test, and allow students—whose language skills have already been verified by the more stringent FGS requirements—to focus on their classes and research.

**Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes**

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**Recommendations**

**The Faculty Council of Graduate Studies recommends THAT: the program changes from the unit listed below be approved by Senate:**

**Dept. of Computer Science**

Respectfully submitted,

Todd A. Mondor, Chair  
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the  
report to Senate.

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## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### Preamble:

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on February 17, 2017 to consider a proposal from the Dept. of Curriculum, Teaching & Learning.

### Observations

1. The **Dept. of Curriculum, Teaching & Learning** proposes changes to its “Studies in Curriculum, Teaching and Learning” M. Ed. Program Specialization.

Professors and students in the Dept. of Curriculum, Teaching & Learning have asked for more flexibility and increased choice within the general curriculum core courses. In addition, there is agreement among professors that there are core areas of general curriculum studies (e.g., assessment and evaluation; curriculum leadership) that are not adequately represented within the current course offerings. Plans are underway to plan such advanced courses and pilot them under the EDUB 7142 Topics in Curriculum, Teaching, and Learning course with an aim to bring some new courses forward for permanent offering. Furthermore, the department has another general curriculum course (EDUB 7330) that could be part of this group of general curriculum courses and currently is not. Offering a larger palette of general curriculum courses is also part of the department’s action planning linked to the last external M. Ed. Program Review which allows the department to: a) increase access to courses, b) facilitate time to completion through alternative routes to meet core requirements, c) increase relevance of course content, d) increase ability to meet needs of students, and e) augment the department’s ability to respond to cohort requests.

There is no impact on resources associated with these revisions.

#### Revisions to Supplemental Regulations Text (in red):

##### **4.4.1 Thesis/Practicum Route**

##### **The Coursework and Thesis Route (Thesis-Based)**

Typically students complete a set of *core* courses, *research* courses, and some courses that along with the thesis constitute a *concentration*.

*Coursework.* All programs consist of a minimum of 18 credit hours of coursework. At least 12 credit hours must be at the 7000 level or equivalent. The remaining 6 credit hours may be at the 5000 level or above in the Faculty of Education, and/or at the 3000 level or above in other Faculties.

##### ***Required Research Courses.***

EDUA 5800 *Introduction to Educational Research* (3 credit hours), or its equivalent, is a

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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requirement of all M.Ed. programs in the Faculty of Education. In addition, thesis-based students must take 3 credit hours of research methods at the 7000 level in Education. In special circumstances research courses at the 3000 level or above in other Faculties may be approved as an appropriate alternative to this requirement.

### **Specific Course Requirements.**

In addition to the two 3 credit hour courses, specific course requirements for each program area/ specialization are as follows:

#### Studies in Curriculum, Teaching and Learning

##### Studies in CTL General Courses (6 credit hours):

From the list below, students select a total of six credit hours of 7000 level coursework in consultation with their advisor.

##### Core Courses:

- EDUB 7550 Historical & Contemporary Approaches to Curriculum (3 credit hours), ~~and one of~~
- EDUB 7420 Study of Teaching (3 credit hours) ~~or~~
- EDUB 7560 Theory & Practice of Curriculum Design and Development (3 credit hours)
- EDUB 7330 Inquiry in Curriculum and Instruction (3 credit hours)
- EDUB 7142 Topics in Curriculum, Teaching and Learning (3 credit hours)

##### *Concentration: (6 credit hours)*

Students select a total of six credit hours of ~~these~~ 7000 level ~~concentration~~ coursework or a combination of three credit hours of 7000 level and three credit hours of 5000 level concentration coursework in consultation with their advisor. In addition, students may select up to six more credit hours of coursework from any Faculty of Education 5000 or 7000 level courses.

### **4.4.2 Course-based/Comprehensive Examination Route**

#### **Coursework and Comprehensive Examination Route (Course-Based)**

Typically students complete a set of *core* courses, a *research* course, and a set of *concentration* courses in this program route. The culminating activity is a comprehensive examination.

##### *Coursework.*

The course-based route to the M.Ed. in the Department of Curriculum, Teaching and Learning involves a minimum of 30 credit hours of approved courses. At least 18 credit hours must be at the 7000 level; the remaining 12 credits may be at the 5000 level or above in the Faculty of Education and/or at the 3000 level or above in other Faculties.

##### *Required Research Course.*

EDUA 5800 *Introduction to Educational Research* (3 credit hours) or its equivalent, is a requirement of all M.Ed. programs in the Department.

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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In addition, all students must complete 9 credit hours of core courses and 18 credit hours of concentration.

### *The Capstone Course Option.*

Course-based route students have the option of including a capstone course [EDUB 7540 Final Seminar in Curriculum, Teaching and Learning (3 credit hours)] as part of their 30 credit hours of required coursework. Normally, the capstone course is taken by students as preparation for the culminating activity. Students taking this course can expect to complete significant work towards fulfilling the comprehensive examination requirement.

### *Specific Course Requirements.*

Specific course requirements for each program area/specialization are as follows:

### Studies in Curriculum, Teaching and Learning *Studies in CTL General Courses (9 credit hours): Core Courses:*

*From the list below, students select a total of nine credit hours of 7000 level coursework in consultation with their advisor.*

- EDUB 7550 Historical & Contemporary Approaches to Curriculum (3 credit hours)
- EDUB 7420 Study of Teaching (3 credit hours)
- EDUB 7560 Theory & Practice of Curriculum Design and Development (3 credit hours)
- EDUB 7330 Inquiry in Curriculum and Instruction (3 credit hours)
- EDUB 7142 Topics in Curriculum, Teaching, and Learning (3 credit hours)

### *Concentration Courses (18 credit hours):*

Students select nine credit hours of 7000 level concentration coursework in consultation with their advisor.

In addition, students select nine more credit hours of coursework from any Faculty of Education 5000 or 7000 level courses.

## **Recommendations**

**The Faculty Council of Graduate Studies recommends THAT: the program changes from the unit listed below be approved by Senate:**

### **Dept. of Curriculum, Teaching & Learning**

Respectfully submitted,

Todd A. Mondor, Chair  
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### Preamble:

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on February 17, 2017 to consider a proposal from the Dept. of Landscape Architecture.

### Observations

1. The **Dept. of Landscape Architecture** proposes an increase in its required IELTS English language test score and an update to its supplemental regulations stating which English language test scores the department does not accept.

The current Master of Landscape Architecture (MLA) supplemental regulations require a TOEFL score of 580, which is equivalent to an IELTS score of 6.5 to 7.0. The department therefore seeks to amend the MLA program regulations such that incoming students using the IELTS to demonstrate their English-language proficiency have to attain the higher IELTS level of 7.0.

The department would also like to restrict measurement of English-language proficiency to the CanTEST (if required) and, as a matter of course, the TOEFL or the IELTS. These are the test results that the department most frequently receives; they appear, over time, to have been an accurate reflection of students' English-language proficiency; it is administratively far simpler to restrict applicants to these tried and tested measures.

Corresponding revisions to Section 1.1 .7 of the MLA Supplemental Regulations are as follows:

Applicants whose first language is not English may be required, by the Head of department, to submit scores for the CanTEST. In making offers of admission to applicants, preference will be given to applicants with TOEFL scores above 580 (paperbased), 237 (computer based), 94 (internet based) or with IELTS scores at or above 7.0. The Department does not accept the results of MELAB, AEPUCE, CAEL or PTE Academic tests as evidence of acceptable English-language proficiency.

**Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes**

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**Recommendations**

**The Faculty Council of Graduate Studies recommends THAT: the program changes from the unit listed below be approved by Senate:**

**Dept. of Landscape Architecture**

Respectfully submitted,

Todd A. Mondor, Chair  
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

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## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### Preamble:

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on February 17, 2017 to consider a proposal from the Dept. of Occupational Therapy.

### Observations

1. The **Dept. of Occupational Therapy** proposes revisions to the English Language Requirement for the Master of Occupational Therapy (MOT) program. These changes would involve no longer accepting four currently accepted tests and raising the minimum scores for three.

#### Background:

- The English Language requirements for the MOT program were set to align with the Faculty of Graduate Studies (FGS) minimum requirements for the first MOT intake in 2003.
- The admissions committee recognizes that the MOT program at the University of Manitoba is a linguistically demanding academic program; the minimum language requirements need to reflect that it is a full-time program with significant language demands.
- The MOT program would like to align with other English speaking OT programs in Canada (University of British Columbia, University of Alberta, University of Toronto, Western University, Queen's, McMaster, McGill, Dalhousie) regarding the tests accepted and the minimum scores required.
- There is general agreement within the admissions committee and with the provincial regulatory body, the College of Occupational Therapists of Manitoba (COTM), that the language requirements to study in an occupational therapy education program be higher than those required to practice.

#### Process:

To help guide the decision making regarding changes to the English Language Requirements, the followed were reviewed:

- Standards from COTM for internationally trained occupational therapists (which are based on the Association of Canadian Occupational Therapy Regulatory Organizations).
- Requirements across the country for other OT programs (including email discussions from 3 universities re: rationale for scores)
- Scoring interpretation for TOEFL, CanTest, and IELTS

Discussion also occurred with the FGS Student Admissions Officer regarding frequency of submissions of tests.

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### Proposed Tests to no longer accept:

Test to no longer be accepted:	Rationale for change
MELAB	5/8 OT programs do not accept; FGS reported rarely seeing this test; Not accepted by COTM
CAEL	6/8 OT programs don't accept; FGS reported rarely seeing this test; Not accepted by COTM
AEPUCE	Not accepted by COTM or any OT program; FGS reported rarely seeing and has other requirements (TOEFL, IELTS)
PTE Academic	Not accepted by COTM or any OT program; FGS reports rarely seeing this test

### Tests with proposed changes in scores:

Test name	Current requirement for MOT program	Proposed requirement for MOT program*	Rationale for change
TOEFL (iBT)  Test of English as a Foreign Language	86	100 Minimum of 22 each subtest	5/8 other English OT programs have minimums of 100 or higher, all are 92 or higher.  COTM is set at 92; it would be reasonable to expect that university requirements be higher  Three OT programs stated they set their score at 100 as students with lower scores have struggled (in e-mail discussion).

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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IELTS  International English Language Testing System	6.5 overall score	8 overall score	<p>-According to IELTS, 8 is “Very good user” (7=“Good user” and 6.5 is “English study likely needed for demanding academics”)</p> <p>-IELTS suggests 7.5-9 for “linguistically demanding academic courses.</p> <p>-The score varies among English OT programs (6.5-8); 7/8 programs accept this test. A score of 8 aligns with the descriptors and 2 other OT programs.</p> <p>1 does not accept the IELTS (Uof T) 3 have a minimum of 6.5 (UBC, U of A, McMaster) 2 have a minimum of 7 (Dal, McGill) 2 have a minimum of 8 (Western and Queens)</p>
CanTest  Canadian Test of English for Teachers and Scholars	Minimum band of 4.5 in Listening & Reading, band of 4.0 in Writing	5 5.0 required in each subtest including oral	<p>According to CanTest 5= “Very good user” means “Level of proficiency is acceptable for full time academic study”.</p> <p>1/8 OT program in Canada accepts this test with a score of 4.5</p> <p>NOTE: Our admissions officer at FGS stated rarely seeing this test; given that COTM also accepts it was decided to keep it.</p>

### Recommendations

**The Faculty Council of Graduate Studies recommends THAT: the program changes from the unit listed below be approved by Senate:**

#### Dept. of Occupational Therapy

Respectfully submitted,

Todd A. Mondor, Chair  
Faculty Council of Graduate Studies

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

/ak

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### Preamble:

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on February 17, 2017 to consider a proposal from the Dept. of Sociology.

### Observations

1. The **Dept. of Sociology** proposes supplementary regulation changes including changes to its English language proficiency scores, Indigenous Achievement admission consideration, and Ph.D. program requirements.
  - a) The Department of Sociology proposes the following additional wording to the Masters and Ph.D. English Language Proficiency (ELP) (and specifically in sections 1.1.7 and 5.1.5) of its supplemental regulations:

The Department of Sociology uses all ELP test score minimums as stipulated by the Faculty of Graduate studies with the following exceptions:

- IELTS: the minimum score must be 6.5 in each of test bands
- TOEFL: minimum thresholds must be 600 on the paper test and 100 overall on the internet- based test (with a minimum speaking/writing of 22).

**Rationale:** Some EAL students who have been admitted in recent years have experienced great difficulty writing in English, which has involved excess work on the part of instructors and their advisors. The university currently does not have sufficient supports in place to assist EAL students with writing, and therefore the Department has decided to raise the IELTS and TOEFL scores. These revisions are in response to the Cycle #2 Graduate Program Review of the Department of Sociology (2016).

There are no resource implications for Sociology, but there are for the university. With the increase in International Student enrolment there is a greater need for EAL support in terms of academic writing, as well as oral communication.

- b) The Department of Sociology proposes the following additional wording to the Masters Admission criteria (section 4.3.1) of its supplemental regulations:

Applications from students who self-identify as Indigenous or Aboriginal including (First Nations, Métis, Inuit) will be reviewed to determine whether special admission

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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consideration is warranted incases where the GPA falls below minimum entry requirements and the letters of reference and statement of intent are particularly strong. This consideration is in accordance with the university's mandate as stated on the 'Indigenous Connect' webpage at [http://umanitoba.ca/admin/indigenous\\_connect/3388.html](http://umanitoba.ca/admin/indigenous_connect/3388.html)

The University of Manitoba is committed to Indigenous Achievement and to ensuring the success of First Nations, Métis and Inuit students and graduates. We are dedicated to making the University of Manitoba a place where all Indigenous students have a home.

The University of Manitoba will work with a variety of partners to make Manitoba the national centre for Indigenous education and research and in particular to allow First Nation, Métis and Inuit students to be prepared for and to achieve education Nation, Métis and Inuit students to be prepared for and to achieve education success in the full range of academic programs we offer.

**Rationale:** The Graduate Committee currently assesses Aboriginal applicants who are not admissible but are very close to meeting all criteria on a case-by-case basis. This change is a formal statement of what is already in practice. In keeping with the University's mandate the Department wishes to make a formal statement 1) to acknowledge Indigenous peoples; and 2) as a gesture of Affirmative Action. Moreover, in response to Sociology's Cycle #2 Graduate Program Review the Department is developing more consistent criteria and procedures for graduate admissions and recruitment.

There are no resource implications for this change at this time.

- c) The Department of Sociology proposes the following additional wording to the Ph.D. Program Requirements (section 5.4) of its supplemental regulations:

All students must complete at least 3 credit hours in theory (i.e., one of: SOC 7190, SOC 7320, SOC 7430, SOC 7440, SOC 7480) and 6 credit hours in research methods (i.e., two of SOC 7400, SOC 7390, SOC 7420). Students must achieve a minimum grade of 'B' in each of the two research methods courses. With permission from the Graduate Chair, students may replace **one** research methods course offered by the Department of Sociology with a graduate-level research methods course from outside the department.

**Rationale:** Previously students were required to take one quantitative methods course and one qualitative methods course. Due to the cycling of methods courses and the restriction this requirement posed to students, the Graduate Committee and Department Council has changed the requirement to **any** two methods courses. Also, SOC 7410 has been deleted.

These revisions are not in response to a program review or for accreditation. This change reflects the current reality of course offerings. There are no resource implications for this change.

**Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes**

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**Recommendations**

**The Faculty Council of Graduate Studies recommends THAT: the program changes from the unit listed below be approved by Senate:**

**Dept. of Sociology**

Respectfully submitted,

Todd A. Mondor, Chair  
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the  
report to Senate.

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## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### Preamble:

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on February 17, 2017 to consider a proposal from the Faculty of Social Work.

### Observations

1. The **Faculty of Social Work** proposes the establishment of an “Indigenous Practice Cluster” in the Faculty of Social Work’s MSW Program.

The three required courses for the Indigenous Practice cluster in the MSW program are the following:

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

There are no new courses or additional resources required to establish this cluster to the MSW program.

These three courses are already being offered in the MSW-Indigenous Knowledges (MSW-IK) program currently being offered as of September 2016. The funding to establish the MSW-IK included funding for two full time faculty members and two full time teaching elders as well as student advising and administrative support including a part-time program director. The intention of this funding was also to enhance further Indigenization of other parts of our Masters level education in Social Work. To that end we are proposing the Indigenous Practice cluster in our MSW program.

The MSW Program currently consists of four clusters or specializations from which each applicant must choose one. These include: Direct Practice with Individuals and Families; Direct Practice with Groups, Networks, and Communities; Leadership, Management and Policy; and Social Work Research. This proposal adds one more cluster from which applicants can choose: **Indigenous Practice**.

All students in the MSW program must complete 9 credit hours of core content (3 courses), 9 credit hours from their chosen cluster (3 courses), 6 credit hours of elective courses (2 courses), and either a thesis or an Advanced Placement (SWRK 7180 and 7190).

## **Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes**

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The MSW-IK is an alternate route to an MSW degree based on completion of 13 required courses and a thesis or Advanced Placement/Project (SWRK 7180 and SWRK 7190). This program is an option for Social Workers who wish a graduate degree program embedded in Indigenous Knowledges delivered by both professors and traditional elders jointly influenced by critical theory in Social Work and traditional Indigenous approaches to leadership and healing. It is the preferred option for some Social Workers working with Indigenous people and organizations, but not all.

The Indigenous Practice cluster will provide another graduate option for Social Workers working with Indigenous people and organizations who would prefer some degree of Indigenization and a program based in critical theory, offering the core MSW courses and 6 credit hours of electives as well as the thesis or Advanced Placement option. The cluster incorporates three out of the 13 courses of the MSW-IK. All of these courses will be led primarily by the professors hired for the program but also include some input from the elders.

The students in the Indigenous Practice cluster will take each of these courses along with the students in the MSW-IK program. Incorporating these students into these three MSW-IK courses was built into the planning of the MSW-IK program and Indigenous Practice cluster of the MSW program.

### **Recommendations**

**The Faculty Council of Graduate Studies recommends THAT: the program changes from the unit listed below be approved by Senate:**

#### **Faculty of Social Work**

Respectfully submitted,

Todd A. Mondor, Chair  
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

2

## Report of the Faculty Council of Graduate Studies on Regulation Changes

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### Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to policy changes and the revising of the FGS Academic Guide. Recommendations for academic changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider the draft 2017/18 Academic Guide.

### Observations

1. The **Faculty of Graduate Studies** proposes changes to the Academic Guide for 2017/18.

The changes to the academic guide consist primarily of housekeeping matters and clearly defining the language in sections. More substantive changes are as follows:

- Section 1.5: Update of Student Accessibility links
- Section 2.2: Faculty of Graduate Studies' BFAR added to section 2 (previously Senate approved)
- Section 2.3: Progress Reports cannot be submitted more than once per term
- Section 2.5: Pre-Master's students will now be required to complete GRAD 7500
- Section 2.5: GRAD 7500 is now required of all students within their first term of registration (previously Senate approved)
- Sections 4.5 & 5.2.2: Clearly stating that Master's and Ph.D. students may not have more than one (1) co-advisor
- Section 4.8.1.2: Master's examining committee appointment form must be approved by the Dean of Graduate Studies at least two weeks prior to the distribution of the thesis
- Section 5.1.3: A recommendation from the unit for a student to transfer from the Masters to the Ph.D. must now be received by the Faculty of Graduate Studies at least four (4) terms from the start of the student's Master's program (previously this was 18 months)
- Section 5.2.1: Clearly defining that M.D., D.M.D. and J.D. are undergraduate degrees which are not equivalent graduate degrees (previously this was considered on a case-by-case basis)
- Section 5.11.1: Specifically stating that all members of the Ph.D. advisory committee are expected to serve on the examining committee and that one member must hold an appointment (no longer primary appointment) within the unit and one member must hold no appointment within the unit
- Section 5.11.6: Clearly stating that it is the joint responsibility of the Ph.D. advisor/co-advisor and student to provide all internal committee members with a copy of the revised thesis along with a written and detailed summary of all significant revisions made to the thesis well in advance of the oral defence.

- Section 5.11.6: Clearly stating that if the Ph.D. external examiner fails the thesis, the unit Head will provide a detailed written remediation plan to the advisor/co-advisor, the candidate and the Dean of the Faculty of Graduate Studies.
- Section 5.12.5: Clearly stating that in the case of a first failure of the Ph.D. oral defence, the candidate will have the opportunity to discuss the report with the internal examining committee. If the thesis is revised, then it is strongly recommended that the candidate circulate it to the members of the internal examining committee and obtain their informal approval to proceed to a second distribution before doing so. A new copy of the thesis should be submitted directly to the Faculty of Graduate Studies for distribution to the external examiner and examining committee within 3 months of the failed oral examination, in preparation for a second and final oral examination. The candidate is already deemed to have passed the thesis (Section 5.11.6); however, the examination during the oral defence shall be based on the revised document.
- Section 9.6: Updating the Discipline Appeals section to reflect the University's Academic and Non-Academic Misconduct Policies

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Please see version showing tracked changes and version with tracked changes accepted as follows.

### **Recommendations**

**The Faculty Council of Graduate Studies recommends THAT the 2017/18 Faculty of Graduate Studies Academic Guide be approved by Senate.**

Respectfully submitted,

Dr. Todd A. Mondor, Chair  
Faculty Council of Graduate Studies

/ak

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

**PREFACE**

**SECTION 1: Application, Admission, and Registration Policies**

- 1.1 Application and Admission Procedures
- 1.2 Registration Procedures
- 1.3 Course Classifications
- 1.4 Student Status/Categories of Students

**SECTION 2: Academic Performance – General**

- 2.1 General Note
- 2.2 Academic Performance
- 2.3 Performance in Coursework

**SECTION 3: General Regulations – Pre-Master’s**

- 3.1 Admission and Program Requirements
- 3.2 Academic Performance

**SECTION 4: Master's Degrees General Regulations**

- 4.1 General
- 4.2 Diploma Programs
- 4.3 Admission
- 4.4 Program Requirements
- 4.5 Student's Advisor/Co-Advisor
- 4.6 Advisory Committee
- 4.7 Courses and Performance
- 4.8 Requirements for Graduation
- 4.9 Style and Format
- 4.10 Deadlines for Graduation
- 4.11 Details for Submission of the Final Copy
- 4.12 Publication and Circulation of Thesis/Practicum

**SECTION 5: Doctor of Philosophy General Regulations**

- 5.1 Admission
- 5.2 Student Advisor, Co-Advisor and Advisory Committee
- 5.3 Program of Study
- 5.4 Program Requirements
- 5.5 Time Limits
- 5.6 Academic Performance
- 5.7 Academic Requirement for Graduation
- 5.8 Candidacy Examination
- 5.9 Thesis Proposal
- 5.10 Thesis
- 5.11 Thesis Examination Procedures
- 5.12 The Oral Examination
- 5.13 Candidate Awards
- 5.14 Graduation
- 5.15 Student Withdrawal

**SECTION 6: Policy of Withholding Thesis Pending a Patent Application**

**SECTION 7: Extension of Time to Complete Program of Study**

**SECTION 8: Leaves of Absence**

- 8.1 Regular Leave
- 8.2 Exceptional Leave
- 8.3 Parental Leave
- 8.4 Awards and Leave of Absence
- 8.5 Graduate Student Vacation Entitlement

**SECTION 9: Appeals - Procedures and Guidelines**

- 9.1 General
- 9.2 Definitions

- 9.3 Types of Appeal
- 9.4 Admission Appeals
- 9.5 Academic Appeals
- 9.6 Discipline Appeals
- 9.7 Fee Appeals
- 9.8 Grade Appeals
- 9.9 Assistance with Appeals

**APPENDIX 1: Thesis/Practicum Types**

- 1.0 Regular Style
- 2.0 Manuscript/Grouped Manuscript Style

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. All regulations as laid out in the Faculty of Graduate Studies Academic Guide are subject to revision by the appropriate bodies of the Faculty of Graduate Studies. This compendium is presented as the most recent set of regulations as a guideline for students and staff. Individual departments 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.

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.)

## SECTION 1: Application, Admission, and Registration Policies

### 1.1 APPLICATION AND ADMISSION PROCEDURES

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.**

#### 1.1.1 Process:

1.1.1 (a) A completed official application for admission form must be submitted, together with the application fee and supporting documentation, to the Faculty of Graduate Studies, via the online system, UMGradConnect.

**NOTE:** International students must pay special attention to the appropriate requirements with respect to transcripts (see application form for details).

1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit's criteria including, but not limited to, availability of advisors, space, and facilities

1.1.1 (c) Notification of recommended/rejected applications is sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies' eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.

#### 1.1.2 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 of recommendations from units.

Term	Start Date	Canadian/US	International
FALL	September	July 1	April 1
WINTER	January	November 1	August 1
SUMMER	May	March 1	December 1

**IMPORTANT:** These are not application deadlines. Applicants are **required** to submit the application and documentation to the Faculty of Graduate Studies to meet the application deadline in place for a particular unit. Applicants are advised to confirm the deadline of the unit to which the application is being made. Contact information for each unit can be found at

[http://umanitoba.ca/faculties/graduate\\_studies/admissions/index.html](http://umanitoba.ca/faculties/graduate_studies/admissions/index.html)

#### 1.1.3 Application Fee

A \$100.00 (CDN) fee must accompany admission applications from all Canadian, Permanent Resident, and International applicants. If submitting a paper application, a \$120.00 (CDN) fee must accompany the admission application.

#### 1.1.4 Transcripts

Unofficial copies of transcripts and final degree certificates are acceptable for initial assessment purposes. Upon admission to the Faculty of Graduate Studies, applicants **must** arrange for official transcripts from all post-secondary institutions attended to be sent to the Faculty of Graduate Studies, within one month of date on the admission letter. **All transcripts must arrive in sealed, university-stamped envelopes sent directly from the issuing institution(s) and be accompanied by official and literal English translations (where applicable).**

For international degrees or where the transcripts does not or will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required.

#### 1.1.5 Transcripts: International

Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal English translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution.

#### 1.1.6 Transcripts: University of Manitoba

University of Manitoba students are not required to submit University of Manitoba transcripts.

#### 1.1.7 Proficiency in English

A successfully completed English Language Proficiency Test from the approved list 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 [English Language Proficiency Test Exemption List](#) (see next section). The Faculty of Graduate Studies requires a passing, acceptable English Language Test score in order to offer admission. **Please note:** In all cases, test scores older than two years are invalid.

Thresholds required for successful completion are indicated in parentheses.

- University of Michigan English Language Examination Assessment Battery (MELAB) (80%)
- Test of English as a Foreign Language (TOEFL)– Paper-based test (567); Internet based -iBT (86; minimum score of 20 in each of reading, writing, listening and speaking categories)
- Canadian Test of English for Scholars and Teachers (CanTEST) (band 4.5 in listening and reading and band 4.0 in writing and oral interview)
- International English Language Testing System (IELTS) (6.5)
- Academic English Program for University and College Entrance (AEPUCE) (65%)
- Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset)
- PTE Academic (61% overall)

**Note:** In addition, foreign language students may be asked by the unit to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the unit may recommend remedial measures in language skills based on the results of the CanTEST. Some units may require a specific test or test scores greater than those indicated above. Students should check departmental supplemental regulations for details.

#### 1.1.8 English Language Proficiency Test Exemption List

Applicants holding secondary school diplomas and/or recognized university degrees from countries on the Faculty of Graduate Studies English Language exemption list are not required to submit an English Language Proficiency score. For more information please see our website at [http://umanitoba.ca/faculties/graduate\\_studies/admissions/english\\_exemption\\_list.htm](http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm)

#### 1.1.9 Letters of Recommendation

Letters of Recommendation are to be completed via UMGradConnect, the online application. Applicants are required to add their 'Recommendation Provider(s)' contact information so that each recommender is sent an automated email notification.

Generally, two Letters of Recommendation must be submitted to the Faculty of Graduate Studies. For the number of recommendation letters necessary, applicants should review our 'Additional Document Requirements' webpage, [http://umanitoba.ca/faculties/graduate\\_studies/admissions/additional\\_requirements.html](http://umanitoba.ca/faculties/graduate_studies/admissions/additional_requirements.html).

#### 1.1.10 Admission Tests

Some units require admissions tests, such as the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT). These requirements are listed in the supplemental regulations of the particular unit, and if required, the scores must be submitted at the time of application.

#### 1.1.11 Entrance Requirements

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

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

#### 1.1.12 Eligibility of University of Manitoba Staff Members

A staff member at The University of Manitoba at the rank of Assistant Professor or above is not eligible to apply for admission to a graduate program in the unit in which the appointment is held.

### 1.2 REGISTRATION PROCEDURES

#### 1.2.1 Registration

Undergraduate students are not allowed to register in graduate courses. Pre-Master's students are not allowed to register in 7000-level courses or above, with the exception of GRAD 7500.

**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 by the registration deadline for the term specified in their letter of offer will be required to re-apply for admission. In exceptional circumstances and with prior approval from the unit, 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 unit, for up to one year following acceptance.

**All programs must be approved by the Head of the major unit or designate.** Approval to take courses from units outside the major unit must be obtained from the outside unit.

The approval or denial of admission and registration to two programs rests with the Dean of the Faculty of Graduate Studies in consultation with the unit concerned. The approval/denial must be submitted to the Faculty of Graduate Studies prior to the student's admission/registration on the "Concurrent Curriculum Permission" form (<http://intranet.umanitoba.ca/student/records/2323.html>)

Where a student does register in two programs, it is important to note that dual registration may affect funding, and that completing a graduate program as a part-time student will affect eligibility for The University of Manitoba Graduate Fellowship (UMGF) and may limit other funding possibilities.

#### 1.2.2 Re-Registration

All students must re-register in all fall, winter and summer terms of his/her program until a degree is obtained (with the exception of pre-Master's students). **Failure to re-register will result in the student being discontinued from his/her graduate program.** A student who has been discontinued and would like to be considered for continuation in a program must apply for re-admission, which is not guaranteed. The re-registration requirement does not apply to occasional students, visiting students, pre-Master's students, or students on an Exceptional or Parental Leave of Absence (please refer to "Leave of Absence", Section 8 of this Guide). The notation 'Discontinued Graduate Program' will be placed on the academic record of any graduate student who has failed to maintain continuous registration.

#### 1.2.3 Registration Revisions

For designated periods subsequent to registration, approved revisions may be made. It is required that students adhere to dates and deadlines as published in the Academic Schedule of the Graduate Academic Calendar.

**Note:** Graduate students are not permitted to withdraw from courses without written permission from their unit Head on recommendation from their advisor/co-advisor (and/or advisory committee). The notation "Required to Withdraw" may be placed on the academic record of any graduate student who has withdrawn from courses without such approval.

#### 1.2.4 Advisor Student Guidelines

All students in thesis/practicum programs, in consultation with their advisor/co-advisor, are required to complete the Advisor Student Guidelines as soon as possible after registration but no later than at the time of submission of the first Progress Report. The Advisor Student Guidelines form is available through JUMP.

### 1.2.5 Western Deans' Agreement

This agreement was established in 1974 as an expression of co-operation and mutual support among universities offering graduate programs in western Canada. Its primary purpose is the reciprocal enrichment of graduate programs throughout western Canada. This agreement is not intended to preclude other agreements between participating institutions. A list of the participating Universities can be found at <http://wcdgs.ca/>

- 1.2.5.1 The Western Deans' Agreement normally provides an automatic tuition fee waiver for visiting students. Graduate students paying normal required tuition fees to their home institution will not pay tuition fees to the host institution.
- 1.2.5.2 Only degree level courses from recognized post-secondary institutions will be considered; courses that are part of certificate or diploma programs will not be approved.
- 1.2.5.3 Program fees are always to be paid to the home institution, regardless of coursework taken at another institution. Students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. Wherever possible, these fees will also be waived.
- 1.2.5.4 Students will qualify for the fee waiver if they:
  - a) present the "Authorization Form: Western Deans' Agreement" signed by the Dean or designate and the unit Head or advisor/co-advisor of a participating Western institution at least one (1) month prior to the start of term, specifying the courses to be taken for credit toward a graduate degree program at their home institution;
  - b) are in good standing in a graduate program at the home institution;
  - c) do not owe tuition and/or fees at the home institution.
- 1.2.5.5 Students must meet all requirements as prescribed by the host university's regulations, deadlines, class capacities, and course prerequisites.
- 1.2.5.6 Registration is possible in courses at both the graduate and undergraduate levels, and in credit courses offered through distance education or other means. To be eligible, courses must be an integral part of the applicant's graduate degree program. Fee waiver is not permitted for audit or non-credit courses.
- 1.2.5.7 Students must have the Authorization Form approved by the relevant unit Head and the Faculty of Graduate Studies at the host institution at least one (1) month prior to the commencement of the course(s) requested. The fee waiver is not available retroactively.
- 1.2.5.8 Students are subject to regulations of the home institution governing credit for the courses to be undertaken. As a condition of registration at the host institution, students will arrange for official transcripts from the host institution to be sent to the home institution confirming successful completion of courses selected.
- 1.2.5.9 Students must send confirmation of registration and notice of any change to the Registrar's Office of the home institution at the time of registration or course change is completed.
- 1.2.5.10 Students may not claim fee waivers under the terms of this Agreement for a period of more than 12 months in total.
- 1.2.5.11 Each institution has its own regulations regarding the maximum number of transfer credits permitted in a given degree program. A list of the participating Universities can be found at <http://wcdgs.ca/>

## 1.3 COURSE CLASSIFICATIONS

### 1.3.1 General Classifications

Students who register through Aurora Student Information System (Aurora Student) must also have prior approval of the unit Head or designate. Students registering through Aurora Student should add only those courses that are a Major (Standard "S") course in their program. Courses with Auxiliary "X", Audit "A", or Occasional "O" status (see below) must be added by the unit.

“X” Auxiliary course: Course is not a major requirement of the program but is required by the student’s advisor/co-advisor.\*\* Extra courses that are not part of the Master’s or Ph.D. program but which are specified and required by the student’s advisor/co-advisor, may be classified as X (Auxiliary) and the grade will not be included in the degree GPA which appears on the transcript. However, X course grades may be used in the calculation of the GPA for continuation in the program and a minimum grade requirement may be required for X coursework by the unit. (Please consult the individual unit’s supplemental regulations.) Additionally, X courses are used in the calculation of the GPA for the purposes of Admission and Awards. (The University of Manitoba Graduate Fellowship [UMGF] and International Graduate Student Scholarship [IGSS] use X courses in the calculation of the GPA.) The student’s advisor/co-advisor and unit Head must determine if there is a valid need for the registration in courses under the X classification. A maximum of 12 credit hours under the X course classification is permitted while registered in a given program.

“A” Audit course: Course is not taken for credit. No grade is recorded. Additional fees will be assessed.

“O” Occasional course: Course is not a requirement of the program. Additional fees will be assessed.

\*\* **Note:** 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*.

### 1.3.2 Continuing Courses (CO)

For those graduate level courses (6000, 7000, and 8000) which are being taken by students enrolled in the Faculty of Graduate Studies and which continue beyond the normal academic term, the instructor shall recommend that a mark classification of “CO” be used until such time as a final grade can be established. If the course is not completed by August 31, the student must re-register for the course(s). In the absence of an assigned mark of “CO”, the student may receive a mark of “F” in that term.

**Note:** A CO will normally not be permitted longer than twelve months. In exceptional circumstances, where a CO grade is requested for a second twelve months, at the time the CO grade is submitted, the instructor and unit Head must also submit the “Recommendation for Continuing Status of a Course” form stating the reason for the CO and the deadline by which the course must be completed.

### 1.3.3 Incomplete Courses

Students who are unable to complete the term work prescribed in a course may apply to the instructor prior to the end of term for consideration of a grade classification of “Incomplete”. It is understood that the student is to write the final examination if one is scheduled for the course. Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade using a zero value for incomplete work.

Normally, the following maximum extensions are allowed:

- August 1<sup>st</sup> for courses terminated in April
- December 1<sup>st</sup> for courses terminated in August
- April 1<sup>st</sup> for courses terminated in December

If a final grade is not reported within one month of the extension deadline, the Incomplete (I) classification 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.

## 1.4 STUDENT STATUS/CATEGORIES OF STUDENTS

### 1.4.1 Full-Time and Part-Time Students

Graduate students are initially admitted with full time status unless a “Part-Time Status Form” ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)) has been received. Graduate student status is not determined by the number of credit hours taken per term. Therefore, students who spend much of the time in a laboratory or library engaged in research or writing a thesis/practicum, or who spend part of the academic year engaged in research elsewhere, are regarded as full-time students.

Student status should be determined by the student and advisor/co-advisor, and changes must be requested on the “Part-Time Status Form”

([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). The form must be approved by the unit Head and submitted to the Faculty of Graduate Studies.

Declaration of full/part time status must be made prior to the end of the registration revision period in the Fall and/or Winter terms and within one month of the start of the Summer term.

For every full year (twelve months) a Master's student is declared as part time they will receive an additional four months in time to complete their program. For every two years (24 months) a Master's student is declared as part time they will receive an additional year (12 months) in time to complete their program. For every two years (24 months) a Ph.D. student is declared as part time they will receive an additional four months in time to complete their program. Retroactive status changes will not be made.

#### 1.4.2 Pre-Master's Or Qualifying Students

In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the unit may recommend that the student be admitted to a pre-Master's program of study. The pre-Master's program is intended to bring the student's standing to approximately the level of an Honours graduate in the major unit, and to provide any necessary prerequisites for courses.

#### 1.4.3 Occasional Students

A student wishing to take graduate courses with no intention of applying them toward an advanced degree at The University of Manitoba is classified as an occasional student. Occasional students must meet the same degree and grade point average entrance requirements as regular graduate students and must write final examinations in the courses taken (unless audited), but will not receive credit toward a degree. In special circumstances, an occasional student may apply for permission to proceed to a degree program and also apply for transfer, for credit, of courses previously taken in the occasional category.

**Note:**

1. Transfer of courses from the "occasional" category to a degree program is not automatic: request for advance credit must be made within the first year of a degree program.
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 without reapplication.
4. At least 60% of coursework per academic year must be taken at the graduate level while registered as an occasional student.

#### 1.4.4 Joint Masters (With the University of Winnipeg)

The University of Manitoba and the University of Winnipeg offer four joint Master's programs: History, Religion, Public Administration, and Peace and Conflict Studies. The University of Manitoba Faculty of Graduate Studies is responsible for the administration of the joint programs, and students must complete the regular University of Manitoba application and registration forms. Students taking pre-Master's qualifying work for these programs register at the university where the courses are being taken.

#### 1.4.5 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. Visiting students must submit an online application, along with a \$100.00 (CDN) application fee, in addition to copies of transcripts from all institutions attended and a successfully completed English Language Proficiency Test from the approved list, if applicable. Applications must be submitted to the Faculty of Graduate Studies a minimum of one (1) month prior to the start of the intended term of study.

**Note:**

1. Fees paid by a student while registered as a visiting student are not transferable, at a later date, to a degree program.
2. Registration in the visiting student category can be for no more than one academic year without reapplication.

3. At least 60% of coursework per academic year must be taken at the graduate level while registered as a visiting student.

**1.5. Student Accessibility**

See Student Accessibility Procedure:

[http://umanitoba.ca/admin/governance/media/Student\\_Accessibility\\_Procedures\\_-\\_2015\\_01\\_01\\_RF.pdf](http://umanitoba.ca/admin/governance/media/Student_Accessibility_Procedures_-_2015_01_01_RF.pdf)

## SECTION 2: Academic Performance – General

### 2.1 GENERAL NOTE

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

Units may make recommendations with respect to the regulations concerning minimum academic performance; however, enforcement of academic regulations rests with the Faculty of Graduate Studies. The following procedures apply to recommendations made by units:

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

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

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

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

Voluntary withdrawal from a program is only permitted if the student is in good academic standing. Recommendations of units will supersede student requests for voluntary withdrawal.

### 2.2 BONAFIDE ACADEMIC REQUIREMENTS (BFAR)

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

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

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

BFAR Statement	Taught	Assessed
Student must successfully complete a co-operative experience or practicum, if required by their program.	Master's GRAD 7030	GRAD 7030
Student must successfully complete a comprehensive exam, project, studio exhibition, or equivalent, as required by their program and determined by the assigned examining committee.	GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200	GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200 Examining/Adjudication Committee
Student must produce a recorded/published thesis commensurate with degree being sought.	Master's GRAD 7000 Doctoral GRAD 8000	GRAD 7000 GRAD 8000
Student must successfully defend their thesis (where required), as determined by the assigned examining committee, in real-time.	Master's GRAD 7000 Doctoral GRAD	GRAD 7000 GRAD 8000

	8000	
Student in doctoral program must complete a candidacy exam (or equivalent) as required by their program and determined by the assigned examining committee.	GRAD 8010	GRAD 8010
Student must demonstrate knowledge of the University of Manitoba's policy on academic integrity, plagiarism, and cheating.	GRAD 7500	GRAD 7500
Student must conduct research in a safe and ethical manner, referring to their respective ethics board and supervisor(s) to ensure respect is maintained for: human dignity and/or animal welfare; vulnerable persons; informed consent; justice and diversity; confidentiality and privacy; beneficence and non- maleficence in the work that they conduct.	GRAD 7300	GRAD 7300
Student must complete coursework as required by their program.		

### 2.3 ACADEMIC PERFORMANCE

Student progress shall be reported **at least** annually, (but not to exceed once per term, to the Faculty of Graduate Studies on the "Progress Report" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)).

Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw.

### 2.4 PERFORMANCE IN COURSEWORK

A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. Each failed course may be repeated or replaced only once, to a maximum of 6 credit hours of coursework. If a course is repeated or replaced, the highest grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of C or less in more than 6 credit hours of coursework are required to withdraw, unless otherwise stated in the unit's supplemental regulations.

**Note:** In exceptional circumstances, the unit may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.

Supplemental exams are not permitted to students in the Master's or Ph.D. program, unless otherwise stated in the unit's supplemental regulations.

A summary of all actions taken administratively are to be reported to the Faculty of Graduate Studies Executive Committee.

### 2.5 MANDATORY ACADEMIC INTEGRITY COURSE

All students, including those in a pre-Master's program, are required to successfully complete [GRAD 7500](#) Academic Integrity Tutorial (0 credit hours) within their first term of initial registration.

**Notes:** Students who successfully complete [GRAD 7500](#) Academic Integrity Tutorial at the Masters level are not normally required to repeat the course at the Ph.D. level so long as continuous registration as a graduate student is maintained.

Failure to complete this course will result in suspension of registration privileges and a grade of "F/NP" being assigned to the course which may lead to being "Required to withdraw" from the graduate program. Students on an exceptional/parental/regular leave of absence must register in GRAD 7500 upon return from leave if it has not already been completed.

Visiting and Occasional students are expected to complete GRAD 7500 prior to commencing a course at The University of Manitoba.  
(see GRAD 7500 FAQ: [http://umanitoba.ca/faculties/graduate\\_studies/registration/grad7500FAQ.html](http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html))

## SECTION 3: General Regulations – Pre-Master’s

### 3.1 ADMISSION AND PROGRAM 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. Units 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, units should assign to students, as part of their pre-Master’s program of study, an appropriate number of applicable upper level (3000 or 4000) undergraduate courses. Graduate-level courses (7000 level or above) cannot be taken in a pre-Master’s program. Courses taken as part of the pre-Master’s program may not be transferred to a Master’s program at a later date.

### 3.2 ACADEMIC PERFORMANCE

3.2.1. The unit Head is responsible for assigning the courses and monitoring the progress of each student.

3.2.2. A minimum degree grade point average of 3.0 with no grade below C+ must be maintained to continue in a pre-Master’s program. Students who fail to maintain this standing will be required to withdraw unless remedial action recommended by the unit (as described below) is approved by the Dean of the Faculty of Graduate Studies.

3.2.3. Students deficient in 6 hours of credit or less may be permitted to write a supplemental examination (when offered in the unit’s supplemental regulations) in courses in which a grade of C or less was obtained.

3.2.4. 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 permitted by the unit’s supplemental regulations), to repeat the courses, or to take equivalent substitute courses.

**Note:** In exceptional circumstances, when a student is deficient in more than 6 credit hours, the student may be permitted to repeat the pre-Master’s year, or to write supplemental examinations (when offered), or to substitute equivalent coursework in order to make up the deficiencies.

A student may be permitted to repeat the pre-Master’s year only once, and to remove deficiencies in grades by writing a supplemental examination or repeating courses only a maximum of once for each course to a maximum of 9 credit hours of coursework.

If a course is repeated or a supplemental examination is written, the most recent grade obtained in that course will be used in the determination of the degree GPA.

The degree GPA is cumulative in a pre-Master’s program if more than one year is required to complete the course requirements.

A summary of all action taken administratively is to be reported to the Faculty of Graduate Studies Executive Committee.

## SECTION 4: Master's Degrees General Regulations

### 4.1 General

Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), published, available to students ([http://umanitoba.ca/faculties/graduate\\_studies/admin/supplemental\\_regulations.html](http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html)), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, program requirements, progression, and completion. Individual units may offer Master's programs by one or more of the following programs:

- Thesis/practicum-based;
- Course-based;
- Comprehensive Exam;
- Project;
- Accredited Professional.

### 4.2 Diploma Programs

The regulations for the Master's program shall also prevail for diploma programs. All students should consult the unit supplemental regulations regarding diploma programs.

### 4.3 Admission

#### 4.3.1 General Criteria

Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:

- Graduates of four-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from:
  - Canadian institutions empowered by law to grant degrees; or
  - Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.
- Graduates from first-cycle Bologna compliant degrees.
- Students who have completed a pre-Master's program from:
  - The University of Manitoba; or
  - Canadian institutions empowered by law to grant degrees; or
  - Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies.
  -

All students applying for a Master's degree program must have attained a minimum GPA of 3.0 in the last two full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.

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

#### 4.3.2 Pre-Master's Programs

In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the unit may recommend that the student be admitted to a pre-Master's program of study (Section 3).

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 in the major unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.

### 4.4 Program Requirements

In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the unit and may follow the unit's supplemental regulations. Any single course cannot be used for credit toward more than one program.

#### 4.4.1 Thesis/Practicum Route

A minimum of 12 credit hours of coursework, unless otherwise stated in the unit's supplemental regulations, plus a thesis or practicum is required. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the unit's supplemental regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.

#### 4.4.2 Course-based or Comprehensive Examination Route

A minimum of 24 credit hours of coursework and comprehensive examination(s) is required. The minimum must include at least 18 credit hours at the 7000 level or above with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed unless a unit's supplemental regulations indicate otherwise.

#### 4.4.3 Accredited Professional Route

The credit hours and course requirements shall reflect the requirements of the unit's external accrediting body.

#### 4.4.4 Language Reading Requirements

Some units specify a language requirement for the Master's degree. Students should check unit supplemental regulations regarding this requirement.

#### 4.4.5 Advanced Credit

Advance credit for courses completed prior to admission to a Master's program will be considered on an individual basis. The student's unit must make a request to the Faculty of Graduate Studies by completing the "Advance Credit -Transfer of Courses" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)).

- Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section for course currency).
- No more than half of the required coursework for the program can be given advance credit.
- A course may not be used for credit toward more than one degree, diploma, or certificate.
- The student must register at The University of Manitoba for at least two terms within a single academic year and must also complete the thesis/practicum/project/comprehensive exam at The University of Manitoba.

Regardless of the extent of advanced credit granted, all students are required to pay applicable program fees.

#### 4.4.6 Transfer Credit

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

- must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree;
- may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; ([http://umanitoba.ca/student/records/leave\\_return/710.html](http://umanitoba.ca/student/records/leave_return/710.html)) an original transcript and course equivalency must be provided.

#### 4.4.7 Time in Program

The minimum time for students in the Master's program is equivalent to two terms. Completion of most programs requires more than this and students should check unit supplemental regulations regarding specific requirements.

The maximum time allowed for the completion of the Master's degree is four years for students declared as full-time and six years for students declared as part-time (see section 1.4.1 for information on calculating maximum time for students). Individual units and/or programs may have specified minimum and maximum time limits, and students should periodically check unit supplemental regulations regarding these specific requirements.

Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies using the "Time Extension Request Form" [http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html) at least three, but no more than four, months prior to expiration of the respective maximum time limit.

A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".

#### 4.5 Student's Advisor/Co-Advisor

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

- hold at least a Master's degree or equivalent,
- be a member of the Faculty of Graduate Studies,
- have expertise in a discipline related to the student's program, and
- hold an appointment in the student's unit.

It is the responsibility of the unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or special circumstances must be recommended by the unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.

In units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the unit Head, within one term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.

In special circumstances, an advisor and a maximum of one (1) co-advisor, upon approval of the unit Head, may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor. When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both co-advisors' signatures are required on all documents where the advisor's signature is required.

The advisor/co-advisor will advise the student on a program of study, direct research, and supervise the thesis or practicum work.

A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same unit.

The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor/co-advisor and the student are required to sign the agreement. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit Graduate Chair, Head of the unit, or the Dean of the Faculty of Graduate Studies.

Should, during the student's program, the relationship between the student and advisor/co-advisor significantly deteriorate, the matter should be referred to the unit Graduate Chair, the Head of the unit, or the Dean of the Faculty of Graduate Studies.

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

#### 4.6 Advisory Committee

##### 4.6.1 Thesis/Practicum Route

Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during his/her research program. The advisory committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies ([http://umanitoba.ca/faculties/graduate\\_studies/governance/academic\\_membership.html](http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)), one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. It is expected, under normal circumstances, that Advisory Committee members have a Master's degree or equivalent. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same unit. Graduate students may not serve on graduate student advisory committees.

The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.

Additional specifications, if any, regarding the advisory committee are found in the unit supplemental regulations and students should consult these regulations for specific requirements.

#### 4.6.2 Course-based or Comprehensive Examination Route

Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit's supplemental regulations and students should consult these regulations for specific requirements.

#### 4.6.3 Accredited professional programs

Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit's supplemental regulations and students should consult these regulations for specific requirements.

### 4.7 Courses and Performance

#### 4.7.1 Course or Program Changes

Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and unit Head. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.

#### 4.7.2 Lapse of Credit of Courses

Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.

#### 4.7.3 Academic Performance

Student progress shall be reported **at least** annually (but no more than once per term) to the Faculty of Graduate Studies on the "Progress Report" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvement" ratings will normally result in withdrawal of the student from the Faculty of Graduate Studies.

#### 4.7.4 Performance in Coursework

A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

#### 4.7.5 Performance not related to Coursework

In some units, students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is outlined in individual unit supplemental regulations and students should consult these supplemental regulations for specific requirements. Unacceptable performance must be reported to the Faculty of Graduate Studies on the "Progress Report" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the unit Head to the Dean of the Faculty of Graduate Studies.

### 4.8 Requirements for Graduation

All students must:

- maintain a minimum degree grade point average of 3.0 with no grade below C+,
- meet the minimum and not exceed the maximum course requirements, and
- meet the minimum and not exceed the maximum time requirements.

Individual units may have additional specific requirements for graduation and students should consult unit supplemental regulations for these specific requirements.

#### 4.8.1 Thesis/Practicum Route

##### 4.8.1.1 Thesis vs. Practicum

Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum.

A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual units have specific requirements for graduation and students should consult unit supplemental regulations for specific requirements.

The thesis is developed under the mentorship of the advisor/co-advisor. Individual units may have specific guidelines regarding the thesis proposal and its acceptance by the student's advisory committee/unit Head; students should consult unit supplemental regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research.

#### 4.8.1.2 Examining Committee

The advisor/co-advisor will recommend an examining committee to the unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the "Master's Thesis/Practicum Title and Appointment of Examiners" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). This form must be approved by the Dean of the Faculty of Graduate Studies at least two weeks prior to the distribution of the thesis.

Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the unit's supplemental regulations. The examining committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold an appointment from within the unit, and one of whom must hold no appointment within the unit. All examiners must be deemed qualified by the unit Head and be willing to serve. It is expected that, under normal circumstances, Examination Committee members will have a Master's degree or equivalent. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual units establish specific requirements for examination and students should consult unit supplemental regulations for specific requirements.

The Head of the unit arranges for the distribution of the thesis/practicum to the examiners. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories:

- Acceptable, without modification or with minor revision(s); or
- Acceptable, subject to modification and/or revision(s); or
- Not acceptable.

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

#### 4.8.1.3 Oral Examination

For units requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary regulations of the unit. Students should consult these supplemental regulations for specific requirements. A student has the right to an examination of the thesis/practicum if he/she believes it is ready for examination. It is the unit's responsibility to advise the student of any risk involved should he/she decide to proceed against the unit's recommendation.

All members of the examining committee should be present at the examination. If an examining committee member cannot attend the defence, prior approval must be obtained from the Faculty of Graduate studies for the defence to proceed. Under no circumstances can the student participate by video conferencing. No recording devices will be permitted.

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 unit Head shall recommend such action to the Dean of the Faculty of Graduate Studies who shall then decide whether to grant that the final examination be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies.

Following completion of the examination of the thesis/practicum, examiners will consider the oral examination and the written thesis/practicum.

The examiners will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the thesis/practicum to the Faculty of Graduate Studies. The advisor/co-advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee. The judgement of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms "approved" or "not approved" on the "Thesis/practicum final report" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). Each examiner must indicate his/her opinion by

his/her signature. If two or more examiners do not approve the thesis, then the student is deemed to have failed the defence.

The examining committee may recommend to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.

#### 4.8.1.4 Failure

In the case of a failure of the thesis/practicum at the Master's level, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student and advisor/co-advisor.

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

- The examining committee reports on the merits of the written thesis;
- The defence; or
- A combination of both stages.
- 

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

#### 4.8.2 Course-based or Comprehensive Examination Route

Students must demonstrate his/her mastery of their field. The specific procedures for evaluation of this mastery are stated in individual units' supplemental regulations. Students should consult the unit's supplemental regulations for specific requirements.

In those units where comprehensive examinations are required, students should consult the unit's supplemental regulations for specific requirements. The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the "Report on comprehensive examination" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)) in the terms "pass" or "fail." No student may sit comprehensive examinations more than twice. Any student who receives a "fail" on the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.

#### 4.9 Style and Format

The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (see [Appendix 1](#)).

#### 4.10 Deadlines for Graduation

The final requirements of the degree, in the form of the final report on the thesis/practicum (and the corrected copy of the thesis/practicum); comprehensive examination; M.Eng. project; or Design thesis, must be submitted to the Faculty of Graduate Studies by the appropriate deadline. For those programs that do not have a culminating exercise (thesis/practicum/comprehensive examination/M.Eng. project/Design thesis) the unit must forward potential graduate names to the Faculty of Graduate Studies by the deadline. The deadline for each of the graduation dates is published on the Faculty of Graduate Studies website at [umanitoba.ca/faculties/graduate\\_studies/deadlines/index.html](http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html).

#### 4.11 Details for Submission of the Final Copy

Following the approval of the thesis/practicum by the examining committee and the completion of any revisions required by that committee, the thesis/practicum, must be submitted to the Faculty of Graduate Studies as follows:

- One digital version submitted as an e-thesis/practicum at the MSpace website (<http://mspace.lib.umanitoba.ca/xmlui/login>)
- Final approval
- Copyright License Declaration form.

#### 4.12 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.

**Note:** This license makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.

The thesis release form, including the copyright declaration/infringement form, must be completed on MSpace. This and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning

their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully understood and appreciated.

Publication in the above manner does not preclude further publication of the thesis or practicum report or any part of it in a journal or in a book. In such cases, an acknowledgement that the work was originally part of a thesis/practicum at The University of Manitoba should be included.

**Notes:**

**Patents** –Refer to section 6 “Policy of Withholding Theses Pending Patent Applications” in this Guide.

**Restriction of Theses/Practica for Publication** – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

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

## SECTION 5: Doctor of Philosophy General Regulations

### SECTION 5: Doctor of Philosophy General Regulations

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

Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students ([http://umanitoba.ca/faculties/graduate\\_studies/admin/supplemental\\_regulations.html](http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html)), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, program requirements, progression, and completion.

#### 5.1 Admission

##### 5.1.1 General criteria

Normally, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program. **Note:** This is the minimum requirement of the Faculty of Graduate Studies and units may have higher standards and additional criteria. However, the criteria for admissions into the Ph.D. program are more stringent than for Masters' programs; therefore, the completion of a Master's program does not guarantee admission into the Ph.D. program. Some units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.

##### 5.1.2 Direct Admission from the Bachelor's Honours or equivalent

With special recommendation of the unit concerned, applicants with an honours Bachelor's degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study). **Note:** This is the minimum requirement of the Faculty of Graduate Studies and units may have higher standards and additional criteria. Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual unit's approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for 3 years.

##### 5.1.3 Transfer from the Master's to the Ph.D. program

Students who have not completed a Master's program may transfer to the Ph.D. program within the same unit upon the recommendation by the Head of the unit to the Faculty of Graduate Studies. The recommendation should be made within 4 terms (including summer term) from the start of the Master's program. The coursework completed and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual unit's approved supplemental regulations specify otherwise.

The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one 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 online Application for Admission indicating a request for transfer. If the transfer is made within one year, no additional application fee must be paid. In the case where the student does not hold a Master's degree, a letter of recommendation from the Head of the unit is also required.

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.

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 unit on the recommendation of the student's advisor/co-advisor and Head of the unit, provided that 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. Transfers later than 12 months must pay an application fee and their fees will be assessed as a 3 year Ph.D.

##### 5.1.4 Provisional Admission to the Ph.D.

Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the unit and the Faculty of Graduate Studies to complete dual registration on the "Concurrent Curriculum Permission" form (<http://intranet.umanitoba.ca/student/records/2323.html>) in the Master's and Ph.D. program simultaneously.

### 5.1.5 English Language Proficiency

See [section 1.1.7](#). Some units specify an additional language requirement for the Ph.D. degree. Students should check unit supplemental regulations regarding this requirement.

### 5.1.6 Students with Disabilities

See Accommodation Policy for Students with Disabilities:

[http://umanitoba.ca/admin/governance/governing\\_documents/students/281.html](http://umanitoba.ca/admin/governance/governing_documents/students/281.html)

## 5.2 Student Advisor, Co-advisor and Advisory Committee

### 5.2.1 Student Advisor

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

The advisor must:

- be a member of the Faculty of Graduate Studies;
- hold a Ph.D. or equivalent\*;
- be active in research;
- have expertise in a discipline related to the student's program;
- hold an appointment in the student's unit.

\*Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case by case basis and assessed by the potential advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not equivalent to a Ph.D.

Usually the student and the advisor choose to work together by mutual agreement. In units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the unit 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. This interim period must not exceed eighteen months after entry in to the program before a permanent advisor is chosen.

A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor/co-advisor with an appointment in the same unit.

The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit Graduate Chair, the Head of the unit, or the Dean of the Faculty of Graduate Studies. Should, during the student's program, the relationship between the student and advisor significantly deteriorate, the matter should be referred sequentially to the unit Graduate Chair, the Head of the unit, then to the Dean of the Faculty of Graduate Studies.

### 5.2.2 Co-advisor

In special circumstances, upon approval of the Head of the unit, an advisor and a maximum of one (1) co-advisor may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor.

The co-advisor will usually be identified either:

A) at the beginning of a student's program in situations where:

1. the student desires to draw equally upon the expertise of two individuals, or
2. the project is interdisciplinary in nature and requires the expertise of two advisors from their respective disciplines

or

B) mid-way through a student's program due to:

1. the student's project developing in such a way as he/she requiring an additional advisor from a different discipline; or
2. the unit introducing a new Faculty member, to the standards of the unit, whose expertise facilitates the student's project.

When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.

A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same unit.

In all instances the Faculty of Graduate Studies must be informed of, and approve, the co-assignment.

### 5.2.3 Advisory Committee

The Head of the unit is responsible for the establishment of an advisory committee for each Ph.D. student. Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during his/her program. 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 unit and one of whom must hold no appointment within the unit. Advisory committees may, in addition, include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.

It is expected that Advisory Committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Graduate students may not serve on graduate student advisory committees. A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same unit. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies on the "Program of study & appointment of advisory committee" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). The advisor/co-advisor is the Chair of the advisory committee. Advisory committee meetings must be held at least annually, and are not intended to take the place of meetings between the student and advisor/co-advisor which should occur with much greater frequency than the advisory committee meetings.

### 5.3 Program of Study

As soon as possible, but no later than 24 months after a student has commenced their program, the student's program of study should be registered with the Faculty of Graduate Studies on the "Program of study & appointment of advisory committee" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)) and should include:

- information about the minimum or expected time for completion of the degree;
- coursework to be taken;
- any foreign language requirement;
- the research area in which the thesis will be written.

The approval of the student's advisor/co-advisor and the Head of the unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory committee, and the Head of the unit. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.

### 5.4 Program Requirements

All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved unit supplemental regulations:

- Where admission to the Ph.D. is directly from a Master's degree, a minimum of 12 credit hours at the 7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000 level must be at the 3000 level or above. For those students who hold a Master's degree, a maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.
- Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a minimum of 24 credit hours plus a thesis is required. The coursework must include a minimum of 18 credit hours at the 7000 level or higher with the balance of the coursework at the 3000 level or higher. For those students who do not hold a Master's degree, a maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.

#### 5.4.1 Language Reading Requirements

Some units specify a language requirement for the Ph.D. degree. Students are advised to check unit supplemental regulations regarding this requirement.

#### 5.4.2 Advance Credit

Advance credit for courses completed prior to admission to a Ph.D. program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completing the "Advance Credit - Transfer of Courses" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)).

- Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section for course currency).
- No more than half of the required coursework for the program can be given advance credit.
- A course may not be used for credit toward more than one degree, diploma or certificate.
- The student must register at The University of Manitoba for at least two consecutive terms and must also complete the thesis and candidacy examination at The University of Manitoba.

Regardless of the extent of advanced credit received, all students are required to pay applicable program fees.

#### 5.4.3 Transfer Credit

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

- must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree;
- may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; ([http://umanitoba.ca/student/records/leave\\_return/710.html](http://umanitoba.ca/student/records/leave_return/710.html)) an original transcript, and course equivalency must be provided.

#### 5.4.4 Lapse of Credit of Courses

Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.

### 5.5 Time Limits

#### 5.5.1 Minimum Time Limit

The minimum time requirement for the program of study for a Ph.D. degree will normally be two 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 the Faculty of Graduate Studies on the recommendation of the student's advisory committee.

#### 5.5.2 Maximum Time Limit

A student's candidature shall lapse if he/she fails to complete the degree within six years following initial registration in the Ph.D. program. For those students who transfer from the Master's to the Ph.D., years spent in the Master's program are counted as years in the Ph.D. program.

Ph.D. students who are declared as part-time will receive an additional four months in time to complete their program for every two years (24 months) they are declared as part time (see [section 1.4.1](#)) to a maximum of seven years. Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies “Time Extension Request Form” ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)) **at least three, but no more than four, months** prior to expiration of the respective maximum time limit.

A student who has not completed the degree requirements within the time limit or within the time limit of any extension that has been granted (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”.

## 5.6 Academic Performance

Student progress shall be reported **at least** annually (but no more than once per term) to the Faculty of Graduate Studies on the “Progress Report” form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two consecutive “in need of improvement” ratings normally result in withdrawal of the student from the Faculty of Graduate Studies.

### 5.6.1 Performance in Coursework

A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

### 5.6.2 Performance Not Related to Coursework

Students may be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, unsatisfactory attendance and lack of progress in research and/or thesis preparation. Unacceptable performance must be reported to the Faculty of Graduate Studies on the “Progress Report” form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the unit Head to the Dean of the Faculty of Graduate Studies.

## 5.7 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.

## 5.8 Candidacy Examination

The candidacy examination is an absolute requirement of the Faculty of Graduate Studies and, as such, cannot be waived under any circumstances. However, the format and content of the candidacy exam varies from unit to unit. The 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.

At the time specified by the advisory committee - normally within the first year after the completion of the Ph.D. program coursework but in no case later than one year prior to expected graduation - the student must successfully complete the formal candidacy examination.

The examination is conducted according to a procedure established by the unit and approved by the Academic Guide Committee of the Faculty of Graduate Studies. Please see the unit supplemental regulations for the format and composition of the examination committee for the candidacy examination. The candidacy examination must be held at The University of Manitoba.

This examination, which must be independent from the thesis proposal, may be oral, written, or both and may cover subjects relevant to the general area of the candidate’s research. The structure of the exam must be made known to students well in advance of the exam.

A pass decision of the examiners must be unanimous. Students must be provided with feedback on their performance and access to the reasons for the pass/fail.

The Dean of the Faculty of Graduate Studies must be informed whether the candidate has passed or failed the candidacy examination on the “Report on Ph.D. Candidacy Examination” form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)).

Any student who fails the candidacy examination twice will be required to withdraw from the Faculty of Graduate Studies.

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

### 5.9 Thesis Proposal

Some units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific unit supplemental regulations. If units require thesis proposal approval, this exercise must be independent from the candidacy examination. Regardless, the proposed thesis research must be approved by the advisory committee and, if necessary, by the Human Research Ethics Board or Animal Care Committee before the work has begun on the thesis research or project.

### 5.10 Thesis

An essential feature of Ph.D. study is the candidate’s demonstration of competence to complete a research project and present the findings. The thesis must constitute a distinct contribution to knowledge in the major field of study, and the research must be of sufficient merit to be, in the judgement of the examiners, acceptable for publication. The thesis must be written according to a standard style acknowledged within the candidate’s particular field of study and recommended by the unit, be lucid and well-written, and be reasonably free from errors of style and grammar (including typographical errors).

The final version of the thesis must be submitted by the candidate to the Faculty of Graduate Studies following the guidelines found at: [http://umanitoba.ca/faculties/graduate\\_studies/thesis/guidelines.html](http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html)

### 5.11 Thesis Examination Procedures

The final examination for the Ph.D. degree proceeds in three stages (see [Figure 5-1](#)):

1. Examination of the candidate’s thesis by an internal examining committee.
2. Examination of the candidate’s thesis by an external examiner.
3. Oral examination of the candidate by all examiners on the subject of the thesis and any matters relating thereto.

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

The candidate’s advisor (and, if appropriate, co-advisor) is considered to be a voting member of the examining committee. The candidate’s advisor/co-advisor, in consultation with the Head of the unit, will recommend at least three internal thesis examiners, including the advisor/co-advisor, to the Dean of the Faculty of Graduate Studies for approval via the Thesis Submission Portal on JUMP. All voting members of the advisory committee are expected to serve on the examining committee; any exceptions must be approved in advance by the Dean of the Faculty of Graduate Studies. One member must hold an appointment within the unit and one member must hold no appointment within the unit. All internal examiners must be members of the Faculty of Graduate Studies. It is expected that Examining Committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Under normal circumstances these will be members of the candidate’s advisory committee, if not, approval must be obtained from the Dean of the Faculty of Graduate Studies. Note that in the case of an advisor and co-advisor, both together have a single vote on the examining committee.

#### 5.11.2 Formation of the Examining Committee II - External Examiner

The candidate’s advisor/co-advisor, in consultation with the advisory committee, will recommend the names of three distinguished scholars from outside The University of Manitoba with particular experience in the field of the thesis research and Ph.D. student advisory/examination experience to serve as the external examiner to the Dean of the Faculty of Graduate Studies for approval via the Thesis Submission Portal on JUMP. The recommendations should, if possible, include a brief CV of each of the prospective external examiners and a short statement detailing the rationale behind the recommendations, the prospective external examiners’ qualifications, including a current list of his/her scholarly publications and research activities and, importantly, their experience with graduate student education. No contact should be made with any of the prospective external examiners. If any of the recommended examiners does not meet the following criteria, specified below, a detailed explanation should be included with the rationale for the recommendation.

The external examiner must:

- hold a Ph.D. or equivalent;

- hold the rank of Associate Professor, Full Professor, Senior Scholar or Emeritus Professor (or the equivalent if outside North America) at a university, or have comparable expertise and standing if not a faculty member at a university;
- have an established reputation in the area of the thesis research and be able to judge whether the thesis would be acceptable at an institution comparable to The University of Manitoba; and
- have a demonstrated record of supervising Ph.D. students to completion, and significant recent experience with the supervision and/or examination of Ph.D. students.

The external examiner must not:

- have acted as an external examiner for a student of the same Ph.D. advisor within the previous two years;
- have been associated with the candidate at any time or in any significant way in the past five years, present or reasonably foreseeable future (advisor/co-advisor, colleague, teacher, co-author of published material, family member *etc.*); or
- be associated with the candidate's advisor/co-advisor in any of the following ways:
  - former student;
  - research advisor/co-advisor;
  - research collaborator within the last five years;
  - co-author of published material within the last five years.
  - have had a significant academic disagreement with the candidate, the advisor/co-advisor or any member of the advisory committee.

The Dean of the Faculty of Graduate Studies will choose the external examiner from the list provided by the candidate's advisor/co-advisor and will make the formal invitation to the external examiner. The Dean of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until their report has been submitted .

#### **5.11.3 Changes in the Examining Committee**

The Dean of the Faculty of Graduate Studies must approve changes in the membership of the examining committee. No changes shall be made in the examining committee after the thesis is submitted to the Faculty of Graduate Studies. Should the thesis not be submitted for examination within 12 months after the appointment of the examining committee, the committee appointment will lapse and the process shall revert to 5.11.1 above.

#### **5.11.4 Distribution of the Thesis for Examination**

Ph.D. candidates must submit their thesis for distribution electronically through JUMP. Consult this link for pertinent instructions: [http://umanitoba.ca/faculties/graduate\\_studies/media/Thesis\\_Distribution\\_Portal.pdf](http://umanitoba.ca/faculties/graduate_studies/media/Thesis_Distribution_Portal.pdf). It is the responsibility of the Faculty of Graduate Studies to distribute the electronic version of the thesis to all examiners. The Faculty of Graduate Studies shall attempt to ensure that the thesis is distributed to examiners as soon as possible after the submission of all required documentation. The Faculty of Graduate Studies website ([umanitoba.ca/faculties/graduate\\_studies/deadlines/index.html](http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html)) should be consulted regarding dates by which theses must be submitted.

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

#### **5.11.5 Responsibilities of the Examiners**

In general, the examiners are responsible for:

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

Notes:

1. Any potential breach of academic integrity should be reported to the Dean of the Faculty of Graduate Studies for investigation by the Vice President (Research and International).
2. Submission of previously published, peer-reviewed material in the thesis does not preclude its critical examination, either as a written document being reviewed by examiners or at the thesis defence.

### 5.11.6 Process

#### Internal Examiners

The Dean of the Faculty of Graduate Studies will request the internal examiners to give, within three (3) weeks of the distribution of the thesis, a detailed written report of the thesis and place it into one of the following categories:

1. The thesis represents a distinct contribution to the candidate's field of research and is acceptable as it stands. Minor revisions to content, structure, or writing style may be required. The thesis may proceed to external distribution.
2. The thesis has merit and makes a contribution to the candidate's field; however, there are research-related concerns that have the potential to be addressed in the oral defence. The structure and writing style are acceptable or require some revision. The thesis may proceed to external distribution.
3. The thesis has some merit, but is not acceptable in its current state and requires revisions to one or more of its core components, such as research content, structure or writing style. The thesis should not proceed to external distribution.
4. The thesis is unacceptable with respect to its core components, such as research content, structure, and writing style. The thesis should not proceed to external distribution.

If none or one (the dissenting voice) of the internal examiners fails the thesis (i.e. places it in categories 3 or 4 above), the thesis receives an internal pass and shall proceed to external distribution. The candidate's advisor (and, if appropriate, co-advisor) may also wish to submit a report. Prior to external distribution, the candidate shall have the opportunity to incorporate changes suggested by the examining committee but not necessarily those of the dissenting voice. It is the joint responsibility of the advisor/co-advisor and student to provide all internal committee members with a copy of the revised thesis along with a written and detailed summary of all significant revisions made well in advance of the oral defence.

If two or more members of the internal examining committee fail the thesis (i.e. places the thesis in categories 3 or 4 above) then the thesis fails.

If the thesis fails, the unit Head shall convene a meeting of the internal examining committee and the candidate's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard for a second submission to the internal examining committee. In normal circumstances, this will involve additional scholarly work which the unit Head will describe, in writing, to the advisor/co-advisor, the candidate, and the Dean of the Faculty of Graduate Studies.

If two or more members of the internal examining committee fail the resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to external distribution, and the candidate is required to withdraw from the Faculty of Graduate Studies.

The awarding of a passing grade by an individual internal examiner does not preclude them from awarding a failing grade at a subsequent stage in the examination process. The performance of a student at the oral examination may reveal problems of comprehension or explanation, and the examining committee may require revisions be made to the written thesis to address these problems prior to granting its final approval.

#### External Examiner

The Dean of the Faculty of Graduate Studies will request the external examiner to give, within three (3) weeks of the distribution of the thesis, a detailed written report of the thesis and rate it either as a pass or a fail. The Dean of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until their report has been received.

- If the external examiner passes the thesis, the student can proceed to oral defence.
- If the external examiner fails the thesis, the unit Head shall convene a meeting of the internal examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard. In normal circumstances, this will involve additional scholarly work. The unit Head will provide a detailed written remediation plan to the advisor/co-advisor, the candidate, and the Dean of the Faculty of Graduate Studies.
- If the external examiner fails a resubmitted thesis, this constitutes a second failure and the candidate is required to withdraw from the Faculty of Graduate Studies.

The awarding of a passing grade by an external examiner does not preclude them from awarding a failing grade at a subsequent stage in the examination process. The performance of a student at the oral examination may reveal problems of comprehension or explanation, and the external examiner may require revisions be made to the written thesis to address these problems prior to granting final approval.

#### Reports

If advancement to the oral examination is approved, as outlined above, the Dean of the Faculty of Graduate Studies shall provide electronic copies of all reports to each of the advisor/co-advisor, examiners and Head of the unit.

## **5.12 The Oral Examination**

### **5.12.1 Scheduling**

Units cannot proceed with scheduling the oral defence prior to receiving the approved examiners report from the Faculty of Graduate Studies. The examination must be held at The University of Manitoba. It is the responsibility of the unit to ensure that all room booking arrangements are made and appropriate facilities meet minimum standards expected for a Ph.D. defence. In addition, the candidate must submit, in electronic format biographical information and an abstract of the thesis to the Faculty of Graduate Studies.

### **5.12.2 Attendance**

The Dean of the Faculty of Graduate Studies or designate shall act as Chair of the examination committee. The attendance of the external examiner in person at the candidate's oral examination is encouraged. If the external examiner will not be present in person, his/her participation via video conferencing is expected. If the external examiner cannot participate electronically, he/she will be asked to provide questions in advance. These questions will be read to the candidate at the defence by the Chair.

All internal members of the examining committee are required to be present at the defence, unless exceptional circumstances prevent this. Under such circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one internal member may participate via video conferencing. Consequently, no more than one internal member and the external examiner may participate via video conferencing.

Under no circumstances can the candidate participate by video conferencing.

Normally, the oral examination shall be open to all members of The University of Manitoba community and the general public. In exceptional cases the final oral examination may be closed; for example, when the results of the thesis research must be kept confidential for a period of time. In such cases, the examination committee and Head of the unit shall request prior approval in writing from the Dean of the Faculty of Graduate Studies. If approved, the final oral examination shall be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies or designate.

Regardless of open or closed status, no recording devices will be permitted.

### **5.12.3 Format of the Examination**

The first part of the oral examination shall consist of an oral presentation by the candidate. This is followed by examination of the candidate by the examination committee. If time permits the Chair, at their discretion, may allow questions from members of the audience.

### **5.12.4 Procedures for the Conduct of the Examination**

The Chair should discuss the examination procedures with the examiners in camera prior to the beginning of the formal examination.

The Chair will introduce the candidate and request him/her to give a concise (20 to 25 minute) oral presentation of the thesis to include a summary of the problem addressed, the results obtained, and the conclusions drawn from the study.

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

The Chair may exercise his/her discretion in allowing questions from the audience following completion of the formal examination. Once assuming the role of Chair, he/she foregoes the right to comment on the merits of the thesis whether or not he/she is an expert in the field.

### **5.12.5 Decision of the Committee**

Following completion of the formal examination, the candidate and audience must leave the examination room. The decision of the examining committee will be based both on the content of the thesis and on the candidate's ability to defend it. The performance of the candidate at the oral examination may reveal problems of comprehension or explanation, and the examining committee may require revisions be made to the written thesis to address these problems prior to granting final approval.

The judgement of the examiners shall be reported by the Chair to the Faculty of Graduate Studies in the qualitative terms “pass” or “fail” on the “Final Examination of the Ph.D. Thesis” form.

- Pass: the candidate has satisfactorily presented the thesis rationale, methodology, findings, and conclusions to the general satisfaction of the examining committee. Notwithstanding this, stylistic, grammatical, and content revisions to the thesis may be required. Normally, the advisor/co-advisor is charged with ensuring that any revisions are satisfactorily completed. Under some circumstances, the entire examining committee may wish to ensure any required revisions are completed satisfactorily. Regardless, those examiners in agreement must indicate, by their signatures, concurrence with the passing grade.
- Fail: the candidate has failed to adequately orally present the thesis rationale, methodology, findings, and/or conclusions, or to satisfactorily respond to questions posed related to the thesis. Failure may also arise because of defects in conception, methodology, or context. Those examiners in agreement must indicate, by his/her signature, concurrence with the failing grade.

If either the external examiner or two or more internal examiners indicate a fail, the candidate fails the examination. In this case, the Chair must submit a copy of the report, including written detailed reasons for the decision, to the candidate, all members of the examining committee, and the Dean of the Faculty of Graduate Studies.

In the case of a first failure of the oral defence, the candidate will have the opportunity to discuss the report with the internal examining committee. If the thesis is revised, then it is strongly recommended that the candidate circulate it to the members of the internal examining committee and obtain their informal approval to proceed to a second distribution before doing so. A new copy of the thesis should be submitted directly to the Faculty of Graduate Studies for distribution to the external examiner and examining committee within 3 months of the failed oral examination, in preparation for a second and final oral examination. The candidate is already deemed to have passed the thesis (Section 5.11.6); however, the examination during the oral defence shall be based on the revised document. In the case of either a second failure of the oral defence, or the combination of a failure of the written thesis and the oral defence, the candidate will be required to withdraw from the Faculty of Graduate Studies.

### 5.13 Candidate Awards

The examination committee may recommend in writing to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.

### 5.14 Graduation

The candidate will be recommended for the Ph.D. degree upon receipt by the Faculty of Graduate Studies of favourable reports by the thesis examining committee, a corrected copy of the electronic version of the thesis submitted to MSpace, final approval and release forms, and providing all other degree requirements have been satisfied.

**Patents** –Refer to section 6 “Policy of Withholding Theses Pending Patent Applications” in this Guide.

**Restriction of Theses for Publication** – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one year after the submission of the digital version of a thesis to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

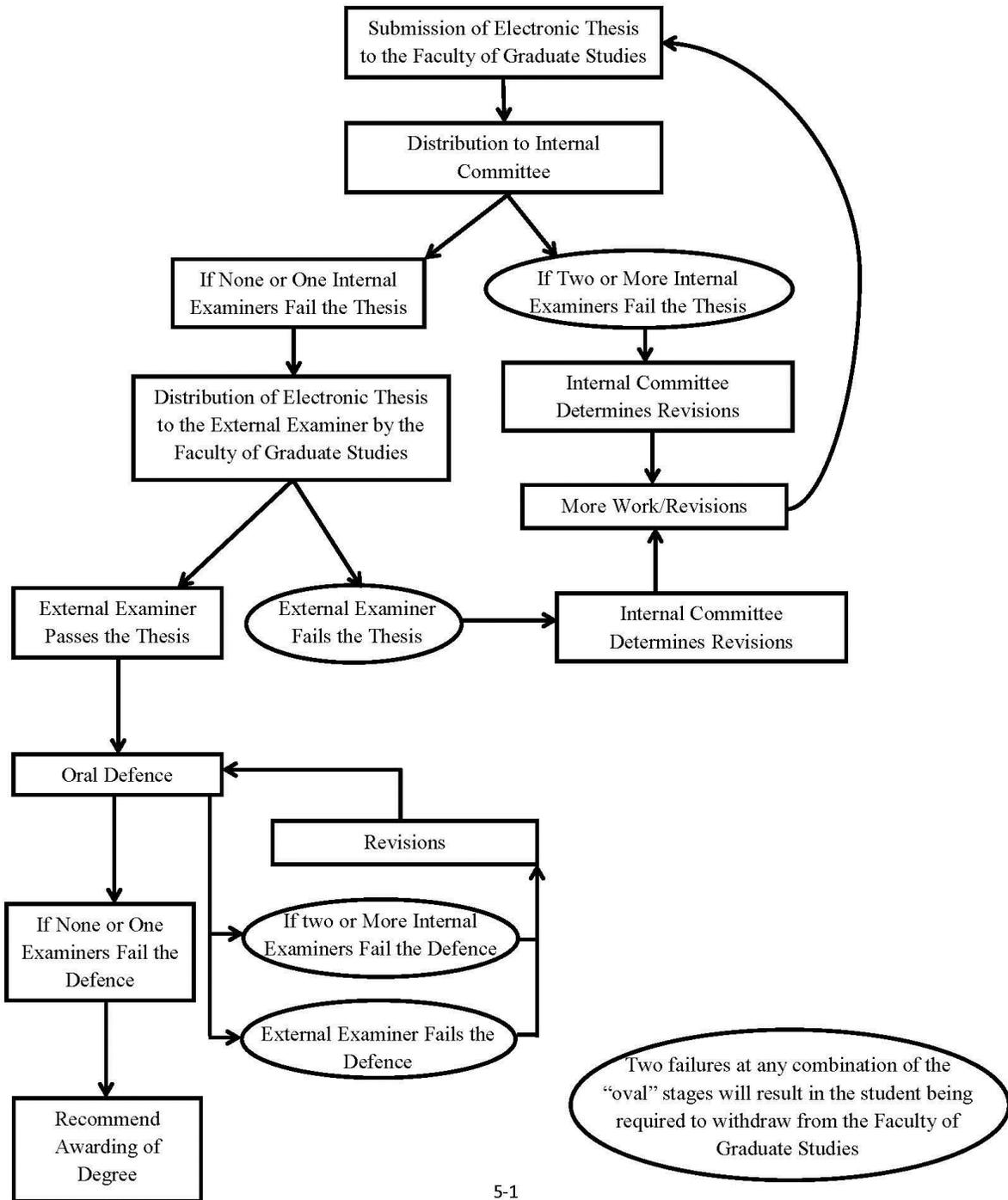
**Library and Archives Canada** – Library and Archives Canada obtains a copy of the thesis via the University’s MSpace repository.

### 5.15 Student Withdrawal

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

- a) The internal examining committee reports on the merits of the written thesis;
- b) The external examiner reports on the merits of the written thesis;
- c) The oral examination; or
- d) A combination of any of these stages.

Figure 1: Flowchart of Ph.D. thesis submission, examination and defence



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## **SECTION 6: Policy of Withholding Thesis Pending a Patent Application Content or Manuscript Submission**

### **SECTION 6: Policy of Withholding Thesis Pending Patent Applications Content or Manuscript Submission**

In 1970, The University of Manitoba Board of Governors and Senate approved a policy on accepting research grants from outside agencies. This policy defined the right of agencies to defer release of information and thus ensure freedom of publications for research findings of University personnel. Occasionally, the University may also wish to restrict the release of a thesis pending patent application. For additional details, see The University of Manitoba governing document: [http://umanitoba.ca/admin/governance/governing\\_documents/community/235.html](http://umanitoba.ca/admin/governance/governing_documents/community/235.html)  
This situation may arise in the two circumstances defined below, both of which are governed by the same set of regulations:

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

#### **Regulations Concerning Release of a Thesis During Application and Negotiation For Patents**

The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor/co-advisor and the student, the Dean will retain the thesis for a period up to one year.

#### **Regulations Concerning Release of Thesis Pending Manuscript Submission**

The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor and the student, the Dean will retain the thesis for a period up to one year.

In exceptional cases, not covered by the regulation concerning patents, where adequate causes can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate studies restrict access for a period up to one year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

## **SECTION 7: Extension of Time to Complete Program of Study**

### **SECTION 7: Extension of Time to Complete Program of Study Content**

All requests for extensions will normally be dealt with administratively and reported, in summary form, to the Executive Committee of Graduate Studies for information. The student must complete the "Time Extension Request Form" [http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html) and submit it to his/her major unit for recommendation to the Faculty of Graduate Studies **at least three, but no more than four, months** prior to expiration of the respective maximum time limit. Requests for an extension are reviewed by the Faculty of Graduate Studies on a case by case basis.

Requests for extension must be accompanied by a realistic detailed timeline that has been agreed to by the student and advisor/co-advisor and endorsed by the unit Head. The extension time requested must closely reflect the time required to complete the program.

The normal time granted for extensions is four to eight months. More than one extension period may be granted. However the total approved for all extensions will not normally exceed one year.

## SECTION 8: Leaves of Absence

### 8.1 Regular Leave

A regular leave is intended to allow students to meet responsibilities/plans related to family, travel or employment and circumstances not covered by the parental or exceptional leaves. At the student's request, the Head of the unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted a leave of absence for a period of time not to exceed one year. While on a regular leave of absence, a student is not expected to be actively engaged in their program of study or thesis research work. A student on a regular leave of absence is required to maintain continuous registration. A student on a regular leave of absence will not be assessed program fees, if any are owing, during the period of the leave; however, the appropriate continuing fee will be assessed\* Any program fees deferred as a result of a regular leave will be assessed when the student returns from leave. A regular leave of absence status does not extend time limits as outlined in Faculty of Graduate Studies regulations.

**Note:** At the time of approval of an application for leave, the procedures for the return of the student to the unit at the completion of the leave must be stipulated.

**\*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 is already paid.

### 8.2 Exceptional Leave

In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), at the request of the student, the Head of the unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted an exceptional leave of absence for a period of time not to exceed one year. Supplemental documentation should support the requested dates of the leave. Exceptional leaves must correspond with the start and end of (an) academic term(s). While on an exceptional leave of absence, a student is not permitted to be engaged in their program of study thesis research work, and would not be required to maintain continuous registration or pay tuition fees. In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave is not intended to cover circumstances related to travel, employment, or financial concerns.

**Note:** At the time of approval of an application for leave, the procedures for the return of the student to the unit at the completion of the leave must be stipulated.

#### 8.2.1 Fees

Students are not expected to pay fees for the term in which they have been granted an exceptional leave. Upon return from the exceptional leave, students will be assessed fees as determined by the Registrar's Office.

### 8.3 Parental Leave

A graduate student who is expecting a child or who has primary responsibility for the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request for a parental leave should be made through the unit, to the Faculty of Graduate Studies for a period of time not to exceed one year. Parental leaves must correspond with the start and end of (an) academic term(s). While on leave of absence for parental reasons, a student is not permitted to be engaged in their program of study or thesis research work. The leave period is not included in the time period allowed for completion of the degree.

**Note:** At the time of approval of an application for leave, the procedures for the return of the student to the unit at the completion of the leave must be stipulated.

#### 8.3.1 Fees

Students are not expected to pay fees for the term in which they have been granted a parental leave. Upon return from the parental leave students will be assessed fees as determined by the Registrar's Office.

All applications for Leaves of Absence must be submitted on the "Leave of Absence Form" available at: [http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)

### 8.4 Awards and Leave of Absence

Students granted an exceptional or a parental leave will retain the full value of a University of Manitoba Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such an award will be suspended at the onset of the leave and reinstated at the termination of the leave period (4 to 12 months) provided that the student returns to full time study at that time.

**Note:** Other awards will be paid according to the conditions established by the donor or granting agency.

**8.5 Graduate Student Vacation Entitlement**

Students are entitled to three weeks of vacation over a 12-month period.

## SECTION 9: Appeals – Procedures And Guidelines

### 9.1 General

Students who disagree with a decision have access to appeal routes as laid out by various Faculty of Graduate Studies and University of Manitoba appeal procedures. Student appeals may be limited by the scope of the inquiry available at each level and category of appeal, as well as by the time limitations for submission of appeals.

A further limitation is that the Faculty of Graduate Studies rules and regulations, established to uphold the academic rigour of The University of Manitoba, are generally not subject to appeal unless an appeal route is otherwise stipulated. In situations where no appeal route is available, a student may make a written request to the Dean of the Faculty of Graduate Studies.

Students are referred to the appeals section of The University of Manitoba Governing Documents ([http://umanitoba.ca/admin/governance/governing\\_documents/index.html](http://umanitoba.ca/admin/governance/governing_documents/index.html)) for further details.

For students registered in Joint Master's Programs (University of Manitoba and University of Winnipeg) there is a different process for handling appeals and academic dishonesty cases than for University of Manitoba students in regular programs (not Joint Programs). This process is outlined in the Joint Master's Program Governing Documents available at [http://umanitoba.ca/faculties/graduate\\_studies/media/JMP\\_Regulations.pdf](http://umanitoba.ca/faculties/graduate_studies/media/JMP_Regulations.pdf).

### 9.2 Definitions

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

### 9.3 Types of Appeal

There are several areas of appeal which are open to appellants:

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

In all cases, appeals should be directed to the Dean of the faculty of Graduate Studies. A decision of the Faculty of Graduate Studies Appeal Panel is appealable only to the Senate Committee on Appeals or the University Discipline Committee, as appropriate. In all cases an appellant shall have the option of being registered in, and undertaking the responsibilities of, his/her program, until such time as he/she has exhausted the university appeal process or the appellant decides not to appeal further, whichever comes first.

### 9.4 Admission Appeals

Please refer to University of Manitoba Governing Documents: Students: Policy: Admission Appeals Procedures and Guidelines [http://umanitoba.ca/admin/governance/governing\\_documents/students/280.html](http://umanitoba.ca/admin/governance/governing_documents/students/280.html)

### 9.5 Academic Appeals

#### 9.5.1 Composition

Faculty members or students are disqualified from participating on an Appeals Panel if he/she:

- holds any academic appointment in the unit in which the appellant is registered;

- is/was a student in the unit in which the appellant is registered;
- was, as an individual, or as a member of a committee or board, responsible for making the decision being appealed.

**Note:** All members of an Appeal Panel shall participate in all of the deliberations essential for the determination of the matter in dispute. If, in the course of hearing an appeal, a member is not present at the commencement of the hearing or a member cannot continue, the Panel may elect to proceed in the absence of that member. If more than one member is not present at the commencement or cannot continue, the Appeal Panel must adjourn.

### 9.5.2 Consideration

Appeal Panels will consider appeals:

- stemming from a decision of a unit on academic matters (e.g. failure in a course) only after they have been dealt with by the appropriate unit-level appeal process (if any), as is outlined in its supplementary regulations;
- stemming from a decision of the Faculty of Graduate Studies following the recommended action of a unit (e.g., qualifying examinations, candidacy examinations, thesis proposals, thesis examinations), only after they have been dealt with by the appropriate unit-level appeal process (if any), as outlined in its supplementary regulations;
- stemming from a decision of the Faculty of Graduate Studies.

In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals (see [http://umanitoba.ca/admin/governance/governing\\_documents/students/senate\\_committee\\_on\\_appeals\\_policy.html](http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_policy.html))

### 9.5.3 Grounds for an Academic Appeal

The Appeal Panel shall only consider an appeal if there is some evidence that:

- the unit or the Faculty of Graduate Studies failed to follow the rules of natural justice;
- the unit or the Faculty of Graduate Studies failed to follow procedures;
- a unit or Faculty of Graduate Studies regulation has been unfairly or improperly applied, or has become inapplicable through lapse of time;
- there are documented mitigating circumstances (e.g. medical, compassionate);
- there is apparent conflict between a Senate Regulation, a Faculty of Graduate Studies policy and/or a unit regulation.

**Note:** It shall be the responsibility of the appellant to indicate clearly and specifically the grounds warranting consideration of the appeal.

### 9.5.4 Academic Appeal Deadlines

#### 9.5.4.1 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 unit responsible for the course within ten (10) working days after the grades for term work have been communicated to students. Following receipt of the appropriate appeal form and evidence of payment of the refundable appeal fee, the unit shall consider the appeal and provide a decision within fifteen (15) working days.

#### 9.5.4.2 Appeal of Faculty of Graduate Studies Decision:

An appeal of action taken by any unit, committee, administrator or faculty member within the Faculty of Graduate Studies must be submitted in writing by the appellant to the Dean of the Faculty of Graduate Studies within fifteen (15) working days of the date from the date that the appellant was informed in writing of the action to be appealed.

#### 9.5.4.3 Appeals to Senate:

As per The University of Manitoba Governing Documents: Students: Policy: Appeals Procedures and Guidelines ([http://umanitoba.ca/admin/governance/governing\\_documents/students/senate\\_committee\\_on\\_appeals\\_procedures.html](http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_procedures.html)), appeals to the Senate Committee on Appeals shall be filed with the University Secretary within twenty (20) working days after the mailing of the notice of decision from which the appeal is made.

### 9.5.5 Academic Appeals Process

#### 9.5.5.1 Documentation

Upon receipt of a formal appeal the Dean of the Faculty of Graduate Studies may, at his/her discretion, consider the appeal or forward it to an Appeal Panel.

If the Dean considers the appeal, the student shall be informed of the outcome, in writing.

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

An Appeal Panel will be struck, and a meeting set, by the Faculty of Graduate Studies to determine whether the appellant has grounds to proceed to a Hearing. If the Appeals Panel determines that there are no grounds, a Hearing will not take place and the appellant will be notified in writing. If the Appeals Panel determines that there are grounds, the appellant will be notified and a Hearing will be scheduled.

If the Appeals Panel determines that there are grounds, the Faculty of Graduate Studies shall inform the appropriate unit head (or designate) of the nature of the appeal and request that he/she be available to respond, along with the FGS Associate Dean, at the Hearing. The respondent(s) will be requested to provide a single letter to the Chair of the Appeals Panel no later than ten (10) working days prior to the hearing in response to the appellant's appeal.

All documentation that the Appeal Panel will consider shall be made available through the Faculty of Graduate Studies to both the appellant and the respondent(s) at least one (1) week in advance of the hearing with notification of the specific time and location of the hearing. No additional materials should be presented at the time of the hearing. In the case where a request is made to submit additional materials, the Chair may postpone the hearing and allow no more than ten (10) working days for the other party to respond to the new materials.

#### 9.5.5.2 Hearing

The appellant and respondent shall have the right to appear before the Appeal 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 the Faculty of Graduate Studies shall be notified not less than four working days prior to the hearing of the names of all witnesses that are to be called and shall inform the other party.

The appellant shall be advised by the Dean of the Faculty of Graduate Studies of the right to appear in person or to be represented by the student advocate, 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 appellant wishes, one member of his/her immediate family, and a lawyer, may be present, but only as observers who do not participate. The Dean of the Faculty of Graduate Studies must be notified of any persons to be accompanying the appellant at least four working days prior to the hearing.

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. During the hearing, the appellant or the respondent may request a change in the open or closed nature of the hearing, at which time the Appeal Panel shall determine its procedures.

As the first item of business in dealing with any appeal, the Appeal Panel shall convene (in closed session) to consider whether:

- the Hearing should be an open or closed session;
- whether there are sufficient grounds to proceed with the Hearing;
- whether the Panel has jurisdiction to determine the matter at hand.

If necessary, the Appeal Panel may hear submissions from either party on any of these points. Normally, the appellant and the respondent will be present during the presentation of the other's case.

When an Appeal Panel determines that there are insufficient grounds or that it lacks the jurisdiction to proceed with an appeal hearing, it shall report its reasons to the Dean of the Faculty of Graduate Studies.

Both the appellant (and/or representative) and respondent(s) (and/or representative) will be invited to make opening statements, including calling any witnesses. These statements will be subject to questioning by members of the Appeal Panel and cross-examination by the other party. Both the appellant (and/or representative) and respondent(s) (and/or representative) will be invited to make closing statements at which point no new information may be introduced.

The Appeal Panel may request either the appellant or the respondent(s) to provide additional information, or of its own volition call additional witnesses, before reaching a decision. This should be accompanied by a statement that the parties have a right to be made aware of the Panel's request for information and the results thereof.

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

#### 9.5.5.3 Disposition

The Chair of the Appeal Panel shall inform the Dean of the Faculty of Graduate Studies in writing of the disposition of the appeal, the reasons for the decision, and any actions that may result. The Dean of the Faculty of Graduate Studies shall, in turn, inform the appellant and the unit in writing of the disposition of the appeal, the reasons for the decision and any actions that may result. The further right of appeal to the Senate Committee on Appeals should be acknowledged, along with any relevant time limits. The Dean of the Faculty of Graduate Studies may inform the unit of any recommendations brought forward by the Appeal Panel.

### 9.6 Discipline Appeals

The specific jurisdiction of each of the Disciplinary Authorities is outlined in:

Table 1: Jurisdiction of Disciplinary Authorities for Student Academic Misconduct

Table 2: Jurisdiction of Disciplinary Authorities for Student Non-Academic Misconduct

Table 3: Disciplinary Actions and Disciplinary Authorities

([http://umanitoba.ca/admin/governance/governing\\_documents/students/student\\_discipline.html](http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html))

If the appeal is from a decision of the Dean of the Faculty of Graduate Studies the appeal statement shall be delivered to the Dean of the Faculty of Graduate Studies on behalf of the Local Discipline Committee (also commonly referred to as the "L.D.C.")

If the appeal is from a decision of the L.D.C., the official statement shall be delivered to the Secretary of the University Discipline Committee (U.D.C.) with a copy to the Dean of the Faculty of Graduate Studies.

#### 9.6.1 Discipline Appeal Deadlines

If a student wishes to appeal a decision, the notice of appeal must be delivered in writing to the appropriate person(s) within ten (10) working days of the student being notified of the decision the student intends to appeal.

#### 9.6.2 Appeal of Violation/Penalty

When the appeal is against a disciplinary decision made by the Faculty of Graduate Studies, the appeal routes and procedures as outlined in the following shall prevail: Student Discipline Appeal Procedure ([http://umanitoba.ca/admin/governance/media/Student\\_Discipline\\_\\_Appeal\\_Procedures\\_-\\_2016\\_09\\_01.pdf](http://umanitoba.ca/admin/governance/media/Student_Discipline__Appeal_Procedures_-_2016_09_01.pdf))

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

- (a) the finding of facts;
- (b) the disposition determined by the disciplinary authority; or
- (c) both (a) and (b).

### **9.7 Fee Appeals**

Please refer to the Registrar's Office webpage on fee appeals: <http://umanitoba.ca/student/records/fees/830.html>. To initiate the Fee Appeal procedure, the student completes a Fee Appeal form, available online or in the Registrar's Office, 400 University Centre.

### **9.8 Grade Appeals**

Please refer to the Registrar's Office webpage on grade appeals: [http://umanitoba.ca/student/records/exams\\_grades\\_hub.html](http://umanitoba.ca/student/records/exams_grades_hub.html). To initiate the Grade Appeal procedure, the student completes a Grade Appeal form, available online or in the Registrar's Office, 400 University Centre.

### **9.9 Assistance with Appeals**

The Office of Student Advocacy, 520 University Centre, <http://umanitoba.ca/student/advocacy/>, provides information and assistance to students regarding all appeal processes. It is strongly recommended that students contact the Office of Student Advocacy to assist them with any appeal they are considering.

## APPENDIX 1: Thesis/Practicum Types

### APPENDIX 1: Thesis/Practicum Types

A student/candidate may present a thesis/practicum in one of two acceptable formats:

- Regular style
- Manuscript/grouped manuscript style

The type of thesis/practicum must be approved by the advisory committee and comply with all regulations of the Faculty of Graduate Studies and any supplemental regulations of the unit.

#### 1.0 Regular Style

##### 1.1 Prefatory Pages

###### 1.1.1 Title Page

The title page should contain the following information:

- the title of the thesis/practicum,
- the name of the University,
- the degree for which the thesis/practicum is submitted,
- the name of the unit,
- the full name of the author,
- the copyright notation ©.

The title must be a meaningful description of the content of the research. The author's name should be in full, identical to the name under which they are registered and be consistent on all other documents. A sample title page can be found at: [http://umanitoba.ca/faculties/graduate\\_studies/media/ThesisSampleTitlePage.pdf](http://umanitoba.ca/faculties/graduate_studies/media/ThesisSampleTitlePage.pdf).

###### 1.1.2 Abstract

The abstract is expected to provide a concise, accurate account of the thesis/practicum. Abstract maximum length is 150 words for a Master's and 350 words for a Ph.D. An abstract should contain a statement of the problem, methods, results, and conclusions.

###### 1.1.3 Acknowledgements

The content of this single page is left to the discretion of the author. For example, the page may make reference to the student/candidate's advisor/co-advisor and advisory committee, to other individuals who have provided invaluable assistance to the development of the thesis/practicum, and to sources of financial assistance or other support.

###### 1.1.4 Dedication

A single page pertaining to a dedication is allowed.

###### 1.1.5 Table of Contents

This must list and provide page references to all elements of the thesis/practicum. The numbering and formatting must be identical to the way the material appears in the text. Page numbers should be right justified.

###### 1.1.6 List of Tables

This should immediately follow the Table of Contents and be of the same format. The list must include the number, name and page number of each table.

###### 1.1.7 List of Figures

This should immediately follow the List of Tables and be of the same format as the Table of Contents. The list must include the number, name and page number of each figure.

###### 1.1.8 List of Copyrighted Material

On occasion students/candidates include images, figures, photos and other materials from copyrighted sources. Written permission from the copyright holder is required. This should follow the List of Tables and follow the same format as the Table of Contents. For further information on copyright see: [http://umanitoba.ca/faculties/graduate\\_studies/thesis/copyright\\_permission.html](http://umanitoba.ca/faculties/graduate_studies/thesis/copyright_permission.html).

##### 1.2 Format

###### 1.2.1 Styles

The thesis/practicum should be written in a standard style manual that has been recommended by the unit. Manuals recommended by the Faculty of Graduate Studies include but are not limited to:

- American Psychological Association, Publication Manual of the American Psychological Association;
- Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations;
- The Modern Language Association of America, MLA Handbook for Writers of Research Papers;
- University of Chicago Press, The Chicago Manual of Style;

Students should always use the latest edition available. If there is a conflict between the instructions in this booklet and the style manual chosen, the former should be followed.

### **1.2.2 Spelling**

Canadian, British or American spelling is acceptable, but one style must be used consistently throughout the document.

### **1.2.3 Format**

Double space all text material; footnotes and long quotations may be single spaced. The entire thesis/practicum must be in the same text font, style, and size. Font size should be no less than 12 pt Times Roman. Full justification of the text is not required.

### **1.2.4 Margins**

It is imperative that the specified margins be observed throughout the thesis/practicum. Leave at least a one inch (1.0") margin from the top, bottom, left, and right hand edges of the paper. These margins apply to all material, including appendices, diagrams, maps, photographs, charts, tables, etc.

### **1.2.5 Page Numbers**

Each page in the thesis/practicum must be numbered consecutively. Illustrative pages and appendices must also be numbered. Roman numerals should be used for the prefatory pages. The remaining pages of the thesis/practicum, beginning with the introduction (Chapter One) should be numbered consecutively in Arabic numerals.

## **1.3 Footnotes, References and Appendices**

Instructions in the style manual recommended by the unit should be followed. Regardless of which style manual is used, format selected must be consistent.

## **1.4 Figures, Illustrations, Photographs and Design Drawings**

### **1.4.1 Illustrative Material**

All illustrative material must be consistent throughout the thesis/practicum. All figures, illustrations, photographs and drawings must be numbered consecutively in Arabic numerals and accompanied with a title. The material should appear as soon as possible after as it is mentioned in the text. All original materials should be of high quality, with sharp and clear images.

### **1.4.2 Layout of Tables and Figures**

Each table and figure must have a number and title. The number and title should appear at the top of the table or figure. The title of the table or figure should be as short as possible and indicate the major focus of the material within the table or figure.

## **1.5 Additional Materials**

### **1.5.1 Consent and Access to Information Forms**

Sample copies of consent forms that were used to obtain consent from participants to take part in the information gathering procedures for the thesis/practicum must be included in an Appendix. Any personal information must be omitted from the submitted form.

In some cases, approval from an agency, institution or corporation may have been required before the information gathering procedures could proceed. The original approval form for access should be retained by the student with a copy provided to the Faculty of Graduate Studies upon completion of the thesis/practicum.

### **1.5.2 Use of Copyrighted Material**

If the thesis/practicum includes copyrighted material (images or more than a reasonable extract (according to the Copyright Act) of another person's work), permission must be obtained from the copyright holder. A "Sample Permission Letter" is available on the Copyright Office website ([http://umanitoba.ca.admin.vp\\_admin/ofp/copyright/index.html](http://umanitoba.ca.admin.vp_admin/ofp/copyright/index.html))

In some cases, copyright holders prefer to use their own permission forms and/or will provide their permission

electronically. Both of these are acceptable by the Faculty of Graduate Studies.

Note that obtaining permission may take a considerable amount of time and this must be taken into consideration when meeting a thesis/practicum submission deadline. A reference to written permission having been obtained must be included under the image or text. The reference should also include the date the permission was granted, and the name/title of the copyright holder(s). The original form(s) signed by the copyright holders should be retained by the student with a copy provided to the Faculty of Graduate Studies at the completion of the thesis/practicum.

The thesis/practicum cannot be accepted by the Faculty of Graduate Studies if permission has not been obtained. It is important that the student and their advisor ensure that the permission has been granted. In some cases, the copyright holder cannot be located or the cost is prohibitive to using the text or image. In these situations, the text or image may have to be omitted from the thesis/practicum.

Subsequently, information on where the reader can locate the image or text should be included, such as the URL, title of book/journal, volume and issue number, page number, publisher, and date of publication. A description of the purpose or significance of the text or image should be provided.

For further information on copyright see: [http://umanitoba.ca/admin/vp\\_admin/ofp/copyright/index.html](http://umanitoba.ca/admin/vp_admin/ofp/copyright/index.html)

## 2.0 Manuscript/Grouped Manuscript Style

A thesis/practicum may comprise a paper, or collection of papers, which are, or are about to be, published. The number of papers that comprise this style of thesis/practicum will be determined between the student and the advisory committee. The formatting of the thesis/practicum must be consistent throughout the thesis/practicum and the thesis/practicum cannot merely consist of several papers or articles bound within the one document.

Publication, or acceptance for publication, of research results prior to the presentation of the thesis/practicum does not supersede the evaluation of the work by the examination committee (*i.e.* does not guarantee that the thesis/practicum will be found acceptable). Examiners may specify revisions regardless of the publication status. The thesis/practicum must follow the same prefatory information (1.1), spelling, formatting margin requirements, page numbering (1.2), footnotes and appendices (1.3), figures, illustrations photographs and drawings (1.4) and any additional material (1.5) as those outlined above.

There must be an introductory chapter to the entire thesis/practicum which includes its own bibliography. The collection of papers or articles must contribute toward the overall theme that represents the thesis/practicum work and must be smoothly integrated into the flow of the thesis/practicum to produce a unified document. This may require changes or additions to, and re-writing of, any work which has been previously published.

The thesis/practicum must contain connecting text between the different chapters providing logical links to allow the integration of the information. **These connecting sections are mandatory.** Not including these sections may compromise the ability of the examiners to evaluate the thesis/practicum and accordingly there may be subsequent potential consequences.

The thesis/practicum must contain a concluding chapter that includes a discussion on how the thesis/practicum, with its findings, provides a distinct contribution to knowledge in the research area.

In the case of multi-authored papers, the nature and extent of the student/candidate's contribution, and those of the other authors, must be explicitly specified in a section entitled "Contributions of Authors" in the "Preface" of the thesis/practicum. The advisor/co-advisor, by signing the thesis/practicum submission form, attests to the accuracy of these statements and will be asked to reaffirm at the oral defence in the case of a doctoral thesis.

## **PREFACE**

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- 1.2 Registration Procedures
- 1.3 Course Classifications
- 1.4 Student Status/Categories of Students

### **SECTION 2: Academic Performance – General**

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#### **APPENDIX 1: Thesis/Practicum Types**

- 1.0 Regular Style
- 2.0 Manuscript/Grouped Manuscript Style

The Faculty of Graduate Studies ~~A~~academic ~~G~~uide 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. 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. 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.)

## SECTION 1: Application, Admission, and Registration Policies

### 1.1 APPLICATION AND ADMISSION PROCEDURES

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~~.**

#### 1.1.1 Process:

1.1.1 (a) A completed official application for admission form must be submitted, together with the application fee and supporting documentation, to the Faculty of Graduate Studies, via the online system, UMgradConnect.

**NOTE:** International students must pay special attention to the appropriate requirements with respect to transcripts (see application form for details).

1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit's criteria including, - but not limited to, availability of advisors, space, and facilities, and advisors.

1.1.1 (c) Notification of recommended/rejected applications is sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies' eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.

#### 1.1.2 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 of recommendations from graduate units. ~~Individual units may have earlier deadlines.~~

Term	Start Date	Canadian/US	International
FALL	September	July 1	April 1
WINTER	January	November 1	August 1
SUMMER	May	March 1	December 1

**IMPORTANT:** ~~These are not application deadlines.~~ Applicants are **required** to submit the application and documentation to the Faculty of Graduate Studies to meet the application deadline in place for a particular unit, for an earlier deadline than those listed above. Applicants are advised to confirm the deadline of the unit to which the application is being made. Contact information for each unit can be found at [http://umanitoba.ca/faculties/graduate\\_studies/admissions/index.html](http://umanitoba.ca/faculties/graduate_studies/admissions/index.html)

~~The deadlines are meant to accommodate the needs of students in securing appropriate documentation. Late applications may be considered for the next available start date.~~

#### 1.1.3 Application Fee

A \$100.00 (CDN) fee must accompany admission applications from all Canadian, Permanent Resident, and/or International applicants. If submitting a paper application, a \$120.00 (CDN) fee must accompany the admission application.

#### 1.1.4 Transcripts

Unofficial copies of transcripts and final degree certificates are acceptable for initial assessment purposes. Upon admission to the Faculty of Graduate Studies, applicants **must** arrange for official transcripts from all post-secondary institutions attended to be sent to the Faculty of Graduate Studies, within one month of date on the admission letter. **All transcripts must arrive in sealed, university-stamped envelopes sent directly from the issuing institution(s) and be accompanied by official and literal English translations (where applicable).**

For international degrees or where the transcripts does not or /will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required.

#### 1.1.5 Transcripts: International

Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal [English](#) translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution.

#### 1.1.6 Transcripts: University of Manitoba

University of Manitoba students are not required to submit University of Manitoba transcripts.

#### 1.1.7 Proficiency in English

A successfully completed English Language Proficiency Test from the approved list 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 [English Language Proficiency Test Exemption List](#) (see next section). The Faculty of Graduate Studies requires a passing, acceptable English Language Test score in order to offer admission. **Please note:** In all cases, test scores older than two years are invalid.

Thresholds required for successful completion are indicated in parentheses.

- University of Michigan English Language Examination Assessment Battery (MELAB) (80%)
- Test of English as a Foreign Language (TOEFL)– Paper-based test (567); Internet based -iBT (86; minimum score of 20 in each of reading, writing, listening and speaking categories)
- Canadian Test of English for Scholars and Teachers (CanTEST) (band 4.5 in listening and reading and band 4.0 in writing and oral interview)
- International English Language Testing System (IELTS) (6.5)
- Academic English Program for University and College Entrance (AEPUCE) (65%)
- Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset)
- PTE Academic (61% overall)

**Note:** In addition, foreign language students may be asked by the unit to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the unit may recommend remedial measures in language skills based on the results of the CanTEST. Some units may require a specific test or test scores greater than those indicated above. Students should check departmental supplemental –regulations for details.

#### 1.1.8 English Language Proficiency Test Exemption List

Applicants holding secondary school diplomas and/or recognized university degrees from countries on the Faculty of Graduate Studies English Language exemption list are not required to submit an English Language Proficiency score. For more information please see our website at [http://umanitoba.ca/faculties/graduate\\_studies/admissions/english\\_exemption\\_list.htm](http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm)

#### 1.1.9 Letters of Recommendation

Letters of Recommendation are to be completed via UMGradConnect, the online application. Applicants are required to add their 'Recommendation Provider(s)' contact information so that each recommender is sent an automated email notification.

Generally, two Letters of Recommendation must be submitted to the Faculty of Graduate Studies. For the number of recommendation letters necessary, applicants should review our 'Additional Document Requirements' webpage, [http://umanitoba.ca/faculties/graduate\\_studies/admissions/additional\\_requirements.html](http://umanitoba.ca/faculties/graduate_studies/admissions/additional_requirements.html).

#### 1.1.10 Admission Tests

Some units require admissions tests, such as the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT). These requirements are listed in the supplemental regulations of the particular unit, and if required, the scores must be submitted at the time of application.

#### 1.1.11 Entrance Requirements

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

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

#### 1.1.12 Eligibility of University of Manitoba Staff Members

A staff member at The University of Manitoba at the rank of Assistant Professor or above is not eligible to apply for admission to a graduate program in the unit in which the appointment is held.

### 1.2 REGISTRATION PROCEDURES

#### 1.2.1 Registration

Undergraduate ~~and pre-Master's~~ students are not allowed to register in graduate courses. ~~Pre-Master's students are not allowed to register in 7000-level courses or above, with the exception of GRAD 7500; that is, admission to the Faculty of Graduate Studies is a condition for registration in courses at the 6000 level and above.~~

**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 by the registration deadline for the term specified in their letter of offer will be required to re-apply for admission. In exceptional circumstances and with prior approval from the unit, 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 unit, for up to one year following acceptance.

**All programs must be approved by the Head of the major unit or designate.** Approval to take courses from units outside the major unit must be obtained from the outside unit.

The approval or denial of admission and registration to two programs rests with the Dean of the Faculty of Graduate Studies in consultation with the unit concerned. The approval/denial must be submitted to the Faculty of Graduate Studies prior to the student's admission/registration on the "Concurrent Curriculum Permission" form (<http://intranet.umanitoba.ca/student/records/2323.html>).

Where a student does register in two programs, ~~the student must declare himself as part-time in at least one of it is important to note – the programs. Students should note that dual registration may affect funding, and that~~ completing a graduate program as a part-time student will affect ~~their~~ eligibility for The University of Manitoba Graduate Fellowship (UMGF) and may limit other funding possibilities.

#### 1.2.2 Re-Registration

~~Any~~ students ~~whose program of study extends for more than one year~~ must re-register in all the succeeding fall, winter and summer terms ~~of each succeeding year term~~ of his/her program until a degree is obtained (with the exception or in the case of pre-Master's students, their program is completed). **Failure to re-register will result in the student being discontinued of from his/her graduate program status.** A student who has been discontinued and would like to be considered for continuation in a program must apply for re-admission, which is not guaranteed. The re-registration requirement does not apply to occasional students, visiting students, pre-Master's students, or students on an Exceptional or Parental Leave of Absence (please refer to "Leave of Absence", Section 8 of this Guide).

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

#### 1.2.3 Registration Revisions

For designated periods subsequent to registration, approved revisions may be made. It is required that students adhere to dates and deadlines as published in the Academic Schedule of the Graduate Academic Calendar.

**Note:** Graduate students are not permitted to withdraw from courses without written permission from their unit Head on recommendation from their advisor/co-advisor (and/or advisory committee). The notation "Required to Withdraw" may will be placed on the academic record of any graduate student who has withdrawn from courses without such approval.

#### 1.2.4 Advisor Student Guidelines

All students in thesis/practicum programs, in consultation with their advisor/co-advisor, are required to complete the Advisor Student Guidelines as soon as possible after registration but no later than at the time of submission of the first Progress Report. The Advisor Student Guidelines form is available through JUMP.

### 1.2.5 Western Deans' Agreement

This agreement was established in 1974 as an expression of co-operation and mutual support among universities offering graduate programs in western Canada. Its primary purpose is the reciprocal enrichment of graduate programs throughout western Canada. This agreement is not intended to preclude other agreements between participating institutions. [A list of the participating Universities can be found at http://wcdgs.ca/](http://wcdgs.ca/)

- 1.2.5.1 The Western Deans' Agreement normally provides an automatic tuition fee waiver for visiting students. Graduate students paying normal required tuition fees to their home institution will not pay tuition fees to the host institution.
- 1.2.5.2 Only degree level courses from recognized post-secondary institutions will be considered; courses that are part of certificate or diploma programs will not be approved.
- 1.2.5.3 Program fees are always to be paid to the home institution, regardless of coursework taken at another institution. Students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. Wherever possible, these fees will also be waived.
- 1.2.5.4 Students will qualify for the fee waiver if they:
  - a) present the "Authorization Form: Western Deans' Agreement" signed by the Dean or designate and the unit Head or advisor/co-advisor of a participating Western institution [at least one \(1\) month prior to the start of term](#), specifying the courses to be taken for credit toward a graduate degree program at their home institution;
  - b) are in good standing in a graduate program at the home institution;
  - c) [do not owe tuition and/or fees have paid all current and back fees](#) at the home institution.
- 1.2.5.5 Students must meet all requirements as prescribed by the host university's regulations, deadlines, class capacities, and course prerequisites.
- 1.2.5.6 Registration is possible in courses at both the graduate and undergraduate levels, and in credit courses offered through distance education or other means. To be eligible, courses must be an integral part of the applicant's graduate degree program. Fee waiver is not permitted for audit or non-credit courses.
- 1.2.5.7 Students must have the Authorization Form approved by the relevant unit Head and the Faculty of Graduate Studies at the host institution at least [one \(1\) month ~~two weeks~~](#) prior to the commencement of the course(s) requested. The fee waiver is not available retroactively.
- 1.2.5.8 Students are subject to regulations of the home institution governing credit for the courses to be undertaken. As a condition of registration at the host institution, students will arrange for official transcripts from the host institution to be sent to the home institution confirming successful completion of courses selected.
- 1.2.5.9 Students must send confirmation of registration and notice of any change to the Registrar's Office of the home institution at the time of registration or course change is completed.
- 1.2.5.10 Students may not claim fee waivers under the terms of this Agreement for a period of more than 12 months in total.
- 1.2.5.11 Each institution has its own regulations regarding the maximum number of transfer credits permitted in a given degree program. A list of the participating Universities can be found at <http://wcdgs.ca/>

## 1.3 COURSE CLASSIFICATIONS

### 1.3.1 General Classifications

Students who register through Aurora Student Information System (Aurora Student) must also have prior approval of the unit Head or designate. Students registering through Aurora Student should add only those courses that are a Major (Standard "S") course in their program. Courses with Auxiliary "X", Audit "A", or Occasional "O" status (see below) must be added by the unit.

"X" Auxiliary course: Course is not a major requirement of the program but is required by the student's advisor/co-advisor. \*\* Extra courses that are not part of the Master's or Ph.D. program but which are specified and required by the student's advisor/co-advisor, may be classified as X (Auxiliary) and the grade will not be included in the degree GPA which appears on the transcript. However, X course grades may be used in the calculation of the GPA for continuation in the program and a minimum grade requirement may be required for X coursework by the unit. (Please consult the individual unit's supplemental regulations.) Additionally, X courses are used in the calculation of the GPA for the purposes of Admission and Awards. (The University of Manitoba Graduate Fellowship ~~{UMGF}~~ and International Graduate Student Scholarship ~~{IGSS}~~ use X courses in the calculation of the GPA.) The student's advisor/co-advisor and unit Head must determine if there is a valid need for the registration in courses under the X classification. A maximum of 12 credit hours under the X course classification is permitted while registered in a given program.

"A" Audit course: Course is not taken for credit. No grade is recorded. Additional fees will be assessed.

"O" Occasional course: Course is not a requirement of the program. Additional fees will be assessed.

\*\* **Note:** 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*.

### 1.3.2 Continuing Courses (CO)

For those graduate level courses (6000, 7000, and 8000) which are being taken by students enrolled in the Faculty of Graduate Studies and which continue beyond the normal academic term, the instructor shall recommend that a mark classification of "CO" be used until such time as a final grade can be established. If the course is not completed by August 31, the student must re-register for the course(s). In the absence of an assigned mark of "CO", the student may receive a mark of "F" in that term.

**Note:** A CO will normally not be permitted longer than twelve months. In exceptional circumstances, where a CO grade is requested for a second twelve months, at the time the CO grade is submitted, the instructor and unit Head must also submit the "Recommendation for Continuing Status of a Course" form stating the reason for the CO and the deadline by which the course must be completed.

### 1.3.3 Incomplete Courses

Students who are unable to complete the term work prescribed in a course may apply to the instructor prior to the end of term for consideration of a grade classification of "Incomplete". It is understood that the student is to write the final examination if one is scheduled for the course. Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade using a zero value for incomplete work.

Normally, the following maximum extensions are allowed:

- August 1<sup>st</sup> for courses terminated in April
- December 1<sup>st</sup> for courses terminated in August
- April 1<sup>st</sup> for courses terminated in December

If a final grade is not reported within one month of the extension deadline, the Incomplete (I) classification 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.

## 1.4 STUDENT STATUS/CATEGORIES OF STUDENTS

### 1.4.1 Full-Time and Part-Time Students

Graduate students are initially admitted with full time status unless a "Part-Time Status Form" ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)) has been received. who are participating in studies on a regular basis in an academic term and/or are registered in the academic year are considered to be

**full-time students.** Graduate student status is not determined by the number of credit hours taken per term. Therefore, **such**-students who spend much of the time in a laboratory or library engaged in research or writing a thesis/practicum, or who spend part of the academic year engaged in research elsewhere, are regarded as full-time students.

Student status should be determined by the student and advisor/co-advisor, and changes must be requested on the "**Part-Time Status Form Change of Status**" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). The form must be approved by the unit Head and submitted to the Faculty of Graduate Studies.

Declaration of full/part time status must be made prior to the end of the registration revision period in the Fall and/or Winter terms and within one month of the start of the Summer term.

For every full year (twelve months) a Master's student is declared as part time they will receive an additional four months in time to complete their program. For every two years (24 months) a Master's student is declared as part time they will receive an additional year (12 months) in time to complete their program. For every two years (24 months) a Ph.D. student is declared as part time they will receive an additional four months in time to complete their program. Retroactive status changes will not be made.

#### 1.4.2 Pre-Master's Or Qualifying Students

In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the unit may recommend that the student be admitted to a pre-Master's program of study. The pre-Master's program is intended to bring the student's standing to approximately the level of an Honours graduate in the major unit, and to provide any necessary prerequisites for courses.

#### 1.4.3 Occasional Students

A student wishing to take graduate courses with no intention of applying them toward an advanced degree at The University of Manitoba is classified as an occasional student. Occasional students must meet the same degree and grade point average entrance requirements as regular graduate students and must write final examinations in the courses taken (unless audited), but will not receive credit toward a degree. In special circumstances, an occasional student may apply for permission to proceed to a degree program and also apply for transfer, for credit, of courses previously taken in the occasional category.

##### Note:

1. Transfer of courses from the "occasional" category to a degree program is not automatic: request for advance credit must be made within the first year of a degree program.
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 without reapplication.
4. At least 60% of coursework per academic year must be taken at the graduate level while registered as an occasional student.

#### 1.4.4 Joint Masters (With the University of Winnipeg)

The University of Manitoba and the University of Winnipeg offer four joint Master's programs: History, Religion, Public Administration, and Peace and Conflict Studies. The University of Manitoba Faculty of Graduate Studies is responsible for the administration of the joint programs, and students must complete the regular University of Manitoba application and registration forms. Students taking pre-Master's qualifying work for these programs register at the university where the courses are being taken.

#### 1.4.5 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. Visiting students must submit an online application, along with a \$100.00 (CDN) application fee, in addition to copies of transcripts from all institutions attended and a successfully completed English Language Proficiency Test from the approved list, if applicable. Applications must be submitted to the Faculty of Graduate Studies a minimum of one (1) month prior to the start of the intended term of study.

**Note:**

1. Fees paid by a student while registered as a visiting student are not transferable, at a later date, to a degree program.
2. Registration in the visiting student category can be for no more than one academic year without reapplication.
3. At least 60% of coursework per academic year must be taken at the graduate level while registered as a visiting student.

**1.5. Student Accessibilities with Disabilities**

See ~~Accommodation Policy for Students with Disabilities~~ Student Accessibility Procedure:

[http://umanitoba.ca/admin/governance/media/Student\\_Accessibility\\_Procedures\\_-\\_2015\\_01\\_01\\_RF.pdf](http://umanitoba.ca/admin/governance/media/Student_Accessibility_Procedures_-_2015_01_01_RF.pdf)

## SECTION 2: Academic Performance – General

### 2.1 GENERAL NOTE

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

Units may make recommendations with respect to the regulations concerning minimum academic performance; however, enforcement of academic regulations rests with the Faculty of Graduate Studies. The following procedures apply to recommendations made by units:

The unit is responsible for informing the Faculty of Graduate Studies when a student’s performance is unsatisfactory in research or coursework and the unit must outline any recommended remedial action(s). The unit must notify the student of the deficiency and of its recommendation.

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

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

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

Voluntary withdrawal from a program is only permitted if the student is in good academic standing. Recommendations of units will supersede student requests for voluntary withdrawal.

### 2.2 BONAFIDE ACADEMIC REQUIREMENTS (BFAR)

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

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

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

<b><u>BFAR Statement</u></b>	<b><u>Taught</u></b>	<b><u>Assessed</u></b>
<u>Student must successfully complete a co-operative experience or practicum, if required by their program.</u>	<u>Master’s GRAD 7030</u>	<u>GRAD 7030</u>
<u>Student must successfully complete a comprehensive exam, project, studio exhibition, or equivalent, as required by their program and determined by the assigned examining committee.</u>	<u>GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200</u>	<u>GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200 Examining/Adjudication Committee</u>
<u>Student must produce a recorded/published thesis commensurate with degree being sought.</u>	<u>Master’s GRAD 7000 Doctoral GRAD 8000</u>	<u>GRAD 7000 GRAD 8000</u>
<u>Student must successfully defend their thesis (where required), as determined by the assigned examining committee, in real-time.</u>	<u>Master’s GRAD 7000 Doctoral GRAD</u>	<u>GRAD 7000 GRAD 8000</u>

	<u>8000</u>	
<u>Student in doctoral program must complete a candidacy exam (or equivalent) as required by their program and determined by the assigned examining committee.</u>	<u>GRAD 8010</u>	<u>GRAD 8010</u>
<u>Student must demonstrate knowledge of the University of Manitoba's policy on academic integrity, plagiarism, and cheating.</u>	<u>GRAD 7500</u>	<u>GRAD 7500</u>
<u>Student must conduct research in a safe and ethical manner, referring to their respective ethics board and supervisor(s) to ensure respect is maintained for: human dignity and/or animal welfare; vulnerable persons: informed consent; justice and diversity; confidentiality and privacy; beneficence and non- maleficence in the work that they conduct.</u>	<u>GRAD 7300</u>	<u>GRAD 7300</u>
<u>Student must complete coursework as required by their program.</u>	-	-

**2.32 ACADEMIC PERFORMANCE**

Student progress shall be reported **at least** annually, (but not to exceed once per term, to the Faculty of Graduate Studies on the "Progress Report" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)).

Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw.

**2.43 PERFORMANCE IN COURSEWORK**

A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. Each failed course may be repeated or replaced only once, to a maximum of 6 credit hours of coursework. If a course is repeated or replaced, the most recent highest grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of C or less in more than 6 credit hours of coursework are required to withdraw, unless otherwise stated in the unit's supplemental regulations.

**Note:** In exceptional circumstances, the unit may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.

Supplemental exams are not permitted to students in the Master's or Ph.D. program, unless otherwise stated in the unit's supplemental regulations.

A summary of Aall actions taken administratively are to be reported, in summary form, to the Faculty of Graduate Studies Executive Committee.

**2.54 MANDATORY ACADEMIC INTEGRITY COURSE**

All students, including those in a pre-Master's program, are required to successfully complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within one their first term academic year of initial registration. ~~Failure to complete this course will result in suspension of registration privileges.~~

**Notes:** Students who successfully complete GRAD 7500 Academic Integrity Tutorial at the Masters level are not normally required to repeat the course at the Ph.D. level so long as continuous registration as a graduate student is maintained.

~~Students who initially registered prior to September 2015 must complete GRAD 7500 Academic Integrity Tutorial prior to June 2016 or before graduating (whichever comes first).~~ Failure to complete this course will result in suspension of registration privileges, and a grade of "F/NP" being assigned to the course which may lead to being "Required to withdraw" from the graduate program.

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

Visiting and Occasional students are expected to complete GRAD 7500 prior to commencing a course at The University of Manitoba.

~~Pre-Master's students are not required to complete GRAD 7500.~~

(see GRAD 7500 FAQ: [http://umanitoba.ca/faculties/graduate\\_studies/registration/grad7500FAQ.html](http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html))

## SECTION 3: General Regulations – Pre-Master’s

### 3.1 ADMISSION AND PROGRAM 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. Units 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, units should assign to students, as part of their pre-Master’s program of study, an appropriate number of applicable upper level (3000 or 4000) undergraduate courses. ~~Graduate-level courses at the (7000 level or above)~~ cannot be taken in a pre-Master’s program. Courses taken as part of the pre-Master’s program may not be transferred to a Master’s program at a later date.

### 3.2 ACADEMIC PERFORMANCE

3.2.1. The unit Head is responsible for assigning the courses and monitoring the progress of each student.

3.2.2. A minimum degree grade point average of 3.0 with no grade below C+ must be maintained to continue in a pre-Master’s program. Students who fail to maintain this standing will be required to withdraw unless remedial action recommended by the unit (as described below) is approved by the Dean of the Faculty of Graduate Studies.

3.2.3. Students deficient in 6 hours of credit or less may be permitted to write a supplemental examination (when offered in the unit’s supplemental regulations) in courses in which a grade of C or less was obtained.

3.2.4. 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~~ permitted by the unit’s supplemental regulations), to repeat the courses, or to take equivalent substitute courses.

**Note:** In exceptional circumstances, when a student is deficient in more than 6 credit hours, the student may be permitted to repeat the pre-Master’s year, or to write supplemental examinations (when offered), or to substitute equivalent coursework in order to make up the deficiencies.

A student may be permitted to repeat the pre-Master’s year only once, and to remove deficiencies in grades by writing a supplemental examination or repeating courses only a maximum of once for each course to a maximum of 9 credit hours of coursework.

If a course is repeated or a supplemental examination is written, the most recent grade obtained in that course will be used in the determination of the degree GPA.

The degree GPA is cumulative in a pre-Master’s program if more than one year is required to complete the course requirements.

A summary of all ~~All~~ action taken administratively is to be reported in summary form to the Faculty of Graduate Studies Executive Committee.

## SECTION 4: Master's Degrees General Regulations

### 4.1 General

Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published, and available to students ([http://umanitoba.ca/faculties/graduate\\_studies/admin/supplemental\\_regulations.html](http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html)), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, [program requirements](#), progression, and completion. Individual units may offer Master's programs by one or more of the following programs:

- Thesis/practicum-based;
- Course-based;
- Comprehensive Exam;
- Project;
- Accredited Professional.

### 4.2 Diploma Programs

The regulations for the Master's program shall also prevail for diploma programs. All students should consult the unit supplemental regulations regarding diploma programs.

### 4.3 Admission

#### 4.3.1 General Criteria

Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:

- Graduates of four-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from:
  - Canadian institutions empowered by law to grant degrees; or
  - Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.
- Graduates from first-cycle Bologna compliant degrees.
- Students who have completed ~~the a~~ pre-Master's program from:
  - The University of Manitoba; or
  - Canadian institutions empowered by law to grant degrees; or
  - Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies.
  -

All students applying for a Master's degree program must have attained a minimum GPA of 3.0 in the last two full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.

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

#### 4.3.2 Pre-Master's Programs

In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the unit may recommend that the student be admitted to a pre-Master's program of study (Section 3).

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 in the major unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.

### 4.4 Program Requirements

In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the unit and may follow the unit's supplemental regulations. Any single course cannot be used for credit toward more than one program.

#### 4.4.1 Thesis/Practicum Route

A minimum of 12 credit hours of coursework, unless otherwise stated in the unit's supplemental regulations, plus a thesis or practicum [is required](#). The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the unit's supplemental regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.

#### 4.4.2 Course-based [or](#) /Comprehensive Examination Route

A minimum of 24 credit hours of coursework and comprehensive examination(s) [is required](#). The minimum must include at least 18 credit hours at the 7000 level or above with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed unless [a unit's](#) supplemental regulations indicate otherwise.

#### 4.4.3 Accredited Professional Route

The credit hours and course requirements shall reflect the requirements of the unit's external accrediting body.

#### 4.4.4 Language Reading Requirements

Some units specify a language requirement for the Master's degree. Students should check unit supplemental regulations regarding this requirement.

#### 4.4.5 Advanced Credit

Advance credit for courses completed prior to admission to a Master's program will be considered on an individual basis. The student's unit [must](#) ~~the~~ [a](#) request to the Faculty of Graduate Studies by completing the "[Recommendation for Advance Credit – \(Transfer of Courses\)](#)" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)).

- Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section [for course currency](#)).
- No more than half of the required coursework for the program can be given advance credit.
- A course may not be used for credit toward more than one [program, degree, diploma, or certificate.](#)
- The student must register at The University of Manitoba for at least two terms within a single academic year and must also complete the thesis/[practicum/project/comprehensive exam](#) at The University of Manitoba.

Regardless of the extent of advanced credit [granted/received](#), all students are required to pay applicable program fees.

#### 4.4.6 Transfer Credit

Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba.

All such courses:

- must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree;
- may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; ([http://umanitoba.ca/student/records/leave\\_return/710.html](http://umanitoba.ca/student/records/leave_return/710.html)) an original transcript and course equivalency must be provided.

#### 4.4.7 Time in Program

The minimum time for students in the Master's program is equivalent to two terms. [Completion of most programs requires. Most units require](#) more than this and students should check unit supplemental regulations regarding specific requirements.

The maximum time allowed for the completion of the Master's degree is four years for students declared as full-time and six years for students declared as part-time (–see section 1.4.1 [for information on calculating maximum time for students](#)). Individual units and/or programs may have specified minimum and maximum time limits, and students should periodically check unit supplemental regulations regarding these specific requirements.

Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies [using the "Time Extension Request Form"](#) [http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html) **at least three, but no more than four, months** prior to expiration of the respective maximum time limit.

A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".

#### 4.5 Student's Advisor/Co-Advisor

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

- hold at least a Master's degree or equivalent,
- be a member of the Faculty of Graduate Studies,
- have expertise in a discipline related to the student's program, and
- hold an appointment in the student's unit.

It is the responsibility of the unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or special circumstances must be recommended by the unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.

In units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the unit Head, within one term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.

In special circumstances, an advisor and **a maximum of one (1)** co-advisor, upon approval of the unit Head, may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor. When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both co-advisors' signatures are required on all documents where the advisor's signature is required.

The advisor/co-advisor will advise the student on a program of study, direct research, and supervise the thesis or practicum work.

A **student who also holds an appointment staff member** at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same unit.

The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor/co-advisor and the student are required to sign the agreement. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit Graduate Chair, Head of the unit, or the Dean of the Faculty of Graduate Studies.

Should, during the student's program, the relationship between the student and advisor/co-advisor significantly deteriorate, the matter should be referred to the unit Graduate Chair, the Head of the unit, or ~~to~~ the Dean of the Faculty of Graduate Studies.

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

#### 4.6 Advisory Committee

##### 4.6.1 Thesis/Practicum Route

Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice **and guidance** to the student during his/her research program. The advisory committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies ([http://umanitoba.ca/faculties/graduate\\_studies/governance/academic\\_membership.html](http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)), one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. It is expected, under normal circumstances, that Advisory Committee members have a Master's degree or equivalent. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. **A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same unit. A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisory**

~~committee member with an appointment in the same unit.~~ Graduate students may not serve on graduate student advisory committees.

The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.

Additional specifications, if any, regarding the advisory committee are found in the unit supplemental regulations and students should consult these regulations for specific requirements.

#### 4.6.2 Course-based or /Comprehensive Examination Route

Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit's supplemental regulations and students should consult these regulations for specific requirements.

#### 4.6.3 Accredited professional programs

Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit's supplemental regulations and students should consult these regulations for specific requirements.

### 4.7 Courses and Performance

#### 4.7.1 Course or Program Changes

Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and unit Head. Withdrawal from courses or changes of course category without such approval will may result in the student being required to withdraw from the Faculty of Graduate Studies.

#### 4.7.2 Lapse of Credit of Courses

Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.

#### 4.7.3 Academic Performance

Student progress shall be reported **at least** annually (but no more than once per term) to the Faculty of Graduate Studies on the "Progress Report" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" ratings will normally result in withdrawal of requires the student ~~to withdraw~~ from the Faculty of Graduate Studies.

#### 4.7.4 Performance in Coursework

A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

#### 4.7.5 Performance not related to Coursework

In some units, students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is outlined in individual unit supplemental regulations and students should consult these supplemental regulations for specific requirements. Unacceptable performance must be reported to the Faculty of Graduate Studies on the "Progress Report" ~~F~~form" ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the unit Head to the Dean of the Faculty of Graduate Studies.

### 4.8 Requirements for Graduation

All students must:

- maintain a minimum degree grade point average of 3.0 with no grade below C+;
- meet the minimum and not exceed the maximum course requirements, and
- meet the minimum and not exceed the maximum time requirements.

Individual units may have additional specific requirements for graduation and students should consult unit supplemental regulations for these specific requirements.

#### 4.8.1 Thesis/Practicum Route

##### 4.8.1.1 Thesis vs. Practicum

Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum.

A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. ~~The rigour required for the practicum is equal to that required for the thesis.~~ The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual units have specific requirements for graduation and students should consult unit supplemental regulations for specific requirements.

The thesis is developed under the mentorship of the advisor/co-advisor. Individual units may have specific guidelines regarding the thesis proposal and its acceptance by the student's advisory committee/unit Head; students should consult unit supplemental regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research.

##### 4.8.1.2 Examining Committee

The advisor/co-advisor will recommend an examining committee to the unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the "Master's Thesis/Practicum Title and Appointment of Examiners" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). This form must be approved by the Dean of the Faculty of Graduate Studies at least two weeks prior to the distribution of the thesis.

Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the unit's ~~S~~ supplemental regulations. The examining committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold an primary appointment from within the unit, and one of whom must hold no appointment within the unit. All examiners must be deemed qualified by the unit Head and be willing to serve. It is expected that, under normal circumstances, Examination Committee members will have a Master's degree or equivalent. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual units ~~require-establish~~ specific requirements for examination and students should consult unit supplemental regulations for specific requirements.

The Head of the unit arranges for the distribution of the thesis/practicum to the examiners. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories:

- Acceptable, without modification or with minor revision(s); or
- Acceptable, subject to modification and/or revision(s); or
- Not acceptable.

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

##### 4.8.1.3 Oral Examination

For units requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary regulations of the unit. Students should consult these supplemental regulations for specific requirements. A student has the right to an examination of the thesis/practicum if he/she believes it is ready for examination. It is the unit's responsibility to ~~warn-advise~~ the student of any risk involved should he/she decide to proceed against the unit's recommendation.

All members of the examining committee should be present at the examination. If an examining committee member cannot attend the defence, prior approval must be obtained from the Faculty of Graduate studies for the defence to proceed. Under no circumstances can the student participate by video conferencing. ~~Regardless of open or closed status, no~~ No recording devices will be permitted.

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 unit Head shall recommend such action to the Dean of the Faculty of Graduate Studies who shall then ~~decide whether to grant~~ approve that the final examination be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies.

Following completion of the examination of the thesis/practicum, examiners will consider the oral examination and the written thesis/practicum.

The examiners will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the thesis/practicum to the Faculty of Graduate Studies. The advisor/co-advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee.

The judgement of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms "approved" or "not approved" on the "Thesis/practicum final report" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). Each examiner must indicate his/her opinion by his/her signature. If two or more examiners do not approve the thesis, then the student is deemed to have failed the defence.

The examining committee may recommend to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.

#### 4.8.1.4 Failure

In the case of a failure of the thesis/practicum at the Master's level, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student and advisor/co-advisor.

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

- The examining committee reports on the merits of the written thesis;
- The defence; or
- A combination of both stages.
- 

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

#### 4.8.2 Course-based or /Comprehensive Examination Route

Students must demonstrate his/her mastery of their field. The specific procedures for evaluation of this mastery are stated in individual units' supplemental regulations. Students should consult the unit's supplemental regulations for specific requirements.

In those units where comprehensive examinations are required, students should consult the unit's supplemental regulations for specific requirements. The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the "Report on Comprehensive Examination" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)) in the terms "pass" or "fail." No student may sit comprehensive examinations more than twice. Any student who receives a "fail" on the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.

#### 4.9 Style and Format

The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (see [Appendix 1](#)).

#### 4.10 Deadlines for Graduation

The final requirements of the degree, in the form of the final report on the thesis/practicum (and the corrected copy of the thesis/practicum); comprehensive examination; or M.-Eng. project; or Design thesis, must be submitted to the Faculty of Graduate Studies by the appropriate deadline. For those programs that do not have a culminating exercise (thesis/practicum/comprehensive examination/M.Eng. project/Design thesis) the unit must forward potential graduate names to the Faculty of Graduate Studies by the deadline. The deadline for each of the graduation dates is published on the Faculty of Graduate Studies website at [umanitoba.ca/faculties/graduate\\_studies/deadlines/index.html](http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html).

#### 4.11 Details for Submission of the Final Copy

Following the approval of the thesis/practicum by the examining committee and the completion of any revisions required by that committee, the thesis/practicum, must be submitted to the Faculty of Graduate Studies as follows:

- One digital version submitted as an e-thesis/practicum at the MSpace website (<http://mspace.lib.umanitoba.ca/xmlui/login>)
- Final approval
- [Copyright License Declaration](#) forms.

#### 4.12 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.

**Note:** This license makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.

The thesis release form, including the copyright declaration/infringement form, must be completed on MSpace. This and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully ~~understood and appreciated~~comprehended.

Publication in the above manner does not preclude further publication of the thesis or practicum report or any part of it in a journal or in a book. In such cases, an acknowledgement that the work was originally part of a thesis/practicum at The University of Manitoba should be included.

**Notes:**

**Patents** –Refer to section 6 “Policy of Withholding Theses Pending Patent Applications” in this Guide.

**Restriction of Theses/Practica for Publication** – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

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

## SECTION 5: Doctor of Philosophy General Regulations

### SECTION 5: Doctor of Philosophy General Regulations

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

Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students ([http://umanitoba.ca/faculties/graduate\\_studies/admin/supplemental\\_regulations.html](http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html)), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, [program requirements](#), [progression](#), and completion.

#### 5.1 Admission

##### 5.1.1 -General criteria

Normally, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program. **Note: This is the minimum requirement of the Faculty of Graduate Studies and units may have higher standards and additional criteria.** -However, the criteria for admissions into the Ph.D. program are more stringent than for Masters' programs; therefore, the completion of a Master's program does not guarantee admission into the Ph.D. program. Some units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.

##### 5.1.2 Direct Admission from the Bachelor's Honours or equivalent

With special recommendation of the unit concerned, applicants with an honours Bachelor's degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study). **Note: This is the minimum requirement of the Faculty of Graduate Studies and units may have higher standards and additional criteria.** Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual unit's approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for 3 years.

##### 5.1.3 Transfer from the Master's to the Ph.D. program

Students who have not completed a Master's program may transfer to the Ph.D. program within the same unit upon the recommendation by the Head of the unit to the Faculty of Graduate Studies. The recommendation should be made within ~~18 months~~ **4 terms (including summer term) from of the start of student's commencement of** the Master's program. The coursework completed and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual unit's approved supplemental regulations specify otherwise.

The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one 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 online Application for Admission indicating a request for transfer. If the transfer is made within one year, no additional application fee must be paid. In the case where the student does not hold a Master's degree, a letter of recommendation from the Head of the unit is also required.

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.

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 unit on the recommendation of the student's advisor/co-advisor and Head of the unit, provided that 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. Transfers later than 12 months must pay an application fee and their fees will be assessed as a 3 year Ph.D.

##### 5.1.4 Provisional Admission to the Ph.D.

Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the unit and the Faculty of Graduate Studies to complete dual registration [on the "Concurrent Curriculum Permission" form \(http://intranet.umanitoba.ca/student/records/2323.html\)](http://intranet.umanitoba.ca/student/records/2323.html) in the Master's and Ph.D. program simultaneously.

### 5.1.5 English Language Proficiency

See [section 1.1.7](#). Some units specify an additional language requirement for the Ph.D. degree. Students should check unit supplemental regulations regarding this requirement.

### 5.1.6 Students with Disabilities

See Accommodation Policy for Students with Disabilities:  
[http://umanitoba.ca/admin/governance/governing\\_documents/students/281.html](http://umanitoba.ca/admin/governance/governing_documents/students/281.html)

## 5.2 Student Advisor, Co-advisor and Advisory Committee

### 5.2.1 Student Advisor

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

The advisor must:

- be a member of the Faculty of Graduate Studies;
- hold a Ph.D. or equivalent\*;
- be active in research;
- have expertise in a discipline related to the student's program;
- hold an appointment in the student's unit.

\*Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case by case basis and assessed by the potential advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not ~~considered per se to be~~ equivalent to a Ph.D. Usually the student and the advisor choose to work together by mutual agreement. In units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the unit 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. This interim period must not exceed eighteen months after entry in to the program before a permanent advisor is chosen.

A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor/co-advisor with an appointment in the same unit.

The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit Graduate Chair, the Head of the unit, or the Dean of the Faculty of Graduate Studies. Should, during the student's program, the relationship between the student and advisor significantly deteriorate, the matter should be referred sequentially to the unit Graduate Chair, the Head of the unit, then to the Dean of the Faculty of Graduate Studies.

### 5.2.2 Co-advisor

In special circumstances, upon approval of the Head of the unit, an advisor and [a maximum of one \(1\) co-advisor](#) may advise a student. [The co-advisor must meet all of the same qualifications and expectations as the advisor.](#)  
**The co-advisor must:**

- ~~• be a member of the Faculty of Graduate Studies;~~
- ~~• hold a Ph.D. or equivalent\*;~~
- ~~• be active in research;~~
- ~~• have expertise in a discipline related to the student's program;~~
- ~~• Hold an appointment in the student's unit.~~

~~\*Equivalency will be approved by the Dean of the Faculty of Graduate Studies, determined on a case-by-case basis and assessed by the potential co-advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not considered per se to be equivalent to a Ph.D.~~

The co-advisor will usually be identified either:

A) at the beginning of a student's program in situations where:

1. the student desires to draw equally upon the expertise of two individuals, or
2. the project is interdisciplinary in nature and requires the expertise of two advisors from their respective disciplines

or

B) mid-way through a student's program due to:

1. the student's project developing in such a way as he/she requiring an additional advisor from a different discipline; or
2. the unit introducing a new Faculty member, to the standards of the unit, whose expertise facilitates the student's project.

When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.

~~A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same unit. A staff member at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor/co-advisor with an appointment in the same unit.~~

In all instances the Faculty of Graduate Studies must be informed of, and approve, the co-assignment.

### 5.2.3 Advisory Committee

The Head of the unit is responsible for the establishment of an advisory committee for each Ph.D. student. Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during his/her program. 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 unit and one of whom must hold no appointment within the unit. Advisory committees may, in addition, include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.

It is expected that, ~~under normal circumstances,~~ Advisory Committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Graduate students may not serve on graduate student advisory committees. ~~A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same unit. A staff member at the University of Manitoba at the rank of Assistant Professor or above, cannot have an advisory committee member with an appointment in the same unit.~~ The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies on the "Program of study & appointment of advisory committee" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). The advisor/co-advisor is the Chair of the advisory committee. Advisory committee meetings ~~which~~ must be held at least annually, and are not intended to take the place of meetings between the student and advisor/co-advisor, which should occur with much greater frequency than the advisory committee meetings.

### 5.3 Program of Study

As soon as possible, but no later than 24 months after a student has commenced their program, the student's program of study should be registered with the Faculty of Graduate Studies on the "Program of study & appointment of advisory committee" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)), and should include:

- information about the minimum or expected time for completion of the degree;
- coursework to be taken;
- any foreign language requirement;
- the research area in which the thesis will be written.

The approval of the student's advisor/co-advisor and the Head of the unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory committee, and the Head of the unit. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.

#### 5.4 Program Requirements

All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved unit supplemental regulations:

- Where admission to the Ph.D. is directly from a Master's degree, a minimum of 12 credit hours at the 7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000 level must be at the 3000 level or above. For those students who hold a Master's degree, a maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.
- Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a minimum of 24 credit hours plus a thesis is required. The coursework must include a minimum of 18 credit hours at the 7000 level or higher with the balance of the coursework at the 3000 level or higher. For those students who do not hold a Master's degree, a maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.

~~\*Unless professional accreditation requirements and/or the unit's supplemental regulations indicate otherwise.~~

##### 5.4.1 Language Reading Requirements

Some units specify a language requirement for the Ph.D. degree. Students are advised to check unit supplemental regulations regarding this requirement.

##### 5.4.2 Advance Credit

~~Advance credit for courses completed prior to admission to a Ph.D. program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completing the "Advance Credit - Transfer of Courses" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)).~~

- ~~• Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section for course currency).~~
- ~~• No more than half of the required coursework for the program can be given advance credit.~~
- ~~• A course may not be used for credit toward more than one degree, diploma or certificate.~~
- ~~• The student must register at The University of Manitoba for at least two consecutive terms within a single academic year and must also complete the thesis and candidacy examination at The University of Manitoba.~~

~~Regardless of the extent of advanced credit received, all students are required to pay applicable program fees.~~

~~Advance credit for courses completed prior to admission to a Ph.D. program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completion of the "Recommendation for Advance Credit (Transfer of Courses)" form.~~

- ~~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 coursework for the program can be given advance credit.~~
- ~~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.~~

##### 5.4.3 Transfer Credit

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

- ~~• must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;~~

- are considered on an individual basis;
- cannot be used for credit towards another degree;
- may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; ([http://umanitoba.ca/student/records/leave\\_return/710.html](http://umanitoba.ca/student/records/leave_return/710.html)) an original transcript, and course equivalency must be provided.

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

- ~~1. must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;~~
- ~~2. are considered on an individual basis;~~
- ~~3. cannot be used for credit towards another degree;~~
- ~~4. may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.~~

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

#### 5.4.4 Lapse of Credit of Courses

Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.

### 5.5 Time Limits

#### 5.5.1 Minimum Time Limit

The minimum time requirement for the program of study for a Ph.D. degree will normally be two 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 the Faculty of Graduate Studies on the recommendation of the student's advisory committee.

#### 5.5.2 Maximum Time Limit

A student's candidature shall lapse if he/she fails to complete the degree within six years following initial registration in the Ph.D. program. For those students who transfer from the Master's to the Ph.D., years spent in the Master's program are counted as years in the Ph.D. program.

Ph.D. students who are declared as part-time will receive an additional four months in time to complete their program for every two years (24 months) they are declared as part time (see section 1.4.1) to a maximum of seven years (see section 1.4.1). Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies "Time Extension Request Form" ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)) **at least three, but no more than four, months** prior to expiration of the respective maximum time limit.

A student who has not completed the degree requirements within the time limit or within the time limit of any extension that has been granted (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".

### 5.6 Academic Performance

Student progress shall be reported **at least** annually (but no more than once per term) to the Faculty of Graduate Studies on the "Progress Report" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" ratings normally result in withdrawal of requires the student to withdraw from the Faculty of Graduate Studies.

~~Student progress shall be reported **at least** annually to the Faculty of Graduate Studies on the "Progress Report" form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the~~

~~Faculty of Graduate Studies on the “Progress Report” form. Two consecutive “in need of improvements” normally requires the student to withdraw.~~

### 5.6.1 Performance in Coursework

A minimum degree grade point average (DGP) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

### 5.6.2 Performance Not Related to Coursework

Students may be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, unsatisfactory attendance and lack of progress in research and/or thesis preparation. ~~The student's advisory committee will make a recommendation for required withdrawal to the Head of the unit. The Head of the unit may then recommend to the Dean of the Faculty of Graduate Studies that the student be required to withdraw for reasons of unsatisfactory academic performance. Unacceptable performance must be reported to the Faculty of Graduate Studies on the “Progress Report” form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the unit Head to the Dean of the Faculty of Graduate Studies.~~

### 5.7 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.

### 5.8 Candidacy Examination

The candidacy examination is an absolute requirement of the Faculty of Graduate Studies and, as such, cannot be waived under any circumstances. However, the format and content of the candidacy exam ~~will vary~~ies 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.

At the time specified by the advisory committee ~~--~~ normally within the first year after the completion of the Ph.D. program coursework but in no case later than one year prior to expected graduation ~~--~~ the student must successfully complete the formal candidacy examination.

The examination is conducted according to a procedure established by the unit and approved by the Academic Guide Committee of the Faculty of Graduate Studies. Please see the unit supplemental regulations for the format and composition of the examination committee for the candidacy examination. The candidacy examination must be held at The University of Manitoba.

This examination, which ~~must be~~ is independent from the thesis proposal, may be oral, written, or both and may cover subjects relevant to the general area of the candidate's research. The ~~structure of the exam~~ ~~se~~ must be made known to ~~the~~ students well in advance of the exam.

A pass decision of the examiners must be unanimous. Students must be provided with feedback on their performance and access to the reasons for the pass/fail.

The Dean of the Faculty of Graduate Studies must be informed whether the candidate has passed or failed the candidacy examination on the “Report on Ph.D. Candidacy Examination” form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)).

Any student who fails the candidacy examination twice will be required to withdraw from the Faculty of Graduate Studies.

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

### 5.9 Thesis Proposal

Some units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific unit supplemental regulations. If units require thesis proposal approval, this exercise ~~must be~~ is independent from the candidacy examination. Regardless, the proposed thesis research must be approved by the advisory committee and, if necessary, by the Human Research Ethics Board or Animal Care Committee before the work has begun on the thesis research or project.

### 5.10 Thesis

An essential feature of Ph.D. study is the candidate's demonstration of competence to complete a research project and present the findings. The thesis must constitute a distinct contribution to knowledge in the major field of study, and the research must be of sufficient merit to be, in the judgement of the examiners, acceptable for publication. The thesis must be written according to a standard style acknowledged within the candidate's particular field of study and recommended by the unit, be lucid and well-written, and be reasonably free from errors of style and grammar (including typographical errors).

The final version of the thesis must be submitted by the candidate to the Faculty of Graduate Studies following the guidelines found at: [http://umanitoba.ca/faculties/graduate\\_studies/thesis/guidelines.html](http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html)

### 5.11 Thesis Examination Procedures

The final examination for the Ph.D. degree proceeds in three stages (see Figure 5-1):

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

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

The candidate's advisor (and, if appropriate, co-advisor) is considered to be a voting member of the examining committee. The candidate's advisor/co-advisor, in consultation with the Head of the unit, will recommend at least three internal thesis examiners, including the advisor/co-advisor, to the Dean of the Faculty of Graduate Studies for approval via the Thesis Submission Portal on JUMP. Normally All voting members of the advisory committee are expected to serve on the examining committee; any exceptions must be approved in advance by the Dean of the Faculty of Graduate Studies. One member must hold an primary appointment within the unit and one member must hold no appointment within the unit. All internal examiners must be members of the Faculty of Graduate Studies. It is expected that, under normal circumstances, Examining Committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Under normal circumstances these will be members of the candidate's advisory committee, if not, approval must be obtained from the Dean of the Faculty of Graduate Studies. Note that in the case of an advisor and co-advisor, both together have a single vote on the examining committee.

#### 5.11.2 Formation of the Examining Committee II - External Examiner

The candidate's advisor/co-advisor, in consultation with the advisory committee, will recommend the names of three distinguished scholars from outside The University of Manitoba with particular experience in the field of the thesis research and Ph.D. student advisory/examination experience to serve as the external examiner to the Dean of the Faculty of Graduate Studies for approval via the Thesis Submission Portal on JUMP. The recommendations should, if possible, include a brief CV of each of the prospective external examiners and a short statement detailing the rationale behind the recommendations, the prospective external examiners' qualifications, including a current list of his/her scholarly publications and research activities and, importantly, their experience with graduate student education. No contact should be made with any of the prospective external examiners. If any of the recommended examiners does not meet the following criteria, specified below, a detailed explanation should be included with the rationale for the recommendation.

The external examiner should/must:

- hold a Ph.D. or equivalent;
- hold the rank of Associate Professor, Full Professor, Senior Scholar or Emeritus Professor (or the equivalent if outside North America) at a university, or have comparable expertise and standing if not a faculty member at a university-;
- have an established reputation in the area of the thesis research and be able to judge whether the thesis would be acceptable at an institution comparable to The University of Manitoba; and
- have a demonstrated record of supervising Ph.D. students to completion, and significant recent experience with the supervision and/or examination of Ph.D. students.

The external examiner should-must not:

- have acted as an external examiner for a student of the same Ph.D. supervisor/advisor within the previous two years;
- have been associated with the candidate at any time or in any significant way in the past five years, present or reasonably foreseeable future (advisor/co-advisor, colleague, teacher, co-author of published material, family member *etc.*); or

- be associated with the candidate's advisor/co-advisor in any of the following ways:
  - former student;
  - research advisor/co-advisor;
  - research collaborator within the last five years;
  - co-author of published material within the last five years.
  - have had a significant academic disagreement with the candidate, the advisor/co-advisor or any member of the advisory committee.

The Dean of the Faculty of Graduate Studies will choose the external examiner from the list provided by the candidate's advisor/co-advisor and will make the formal invitation to the external examiner. The Dean of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until their report has been submitted ~~it has been determined that the student can proceed to oral defence.~~

### 5.11.3 Changes in the Examining Committee

The Dean of the Faculty of Graduate Studies must approve changes in the membership of the examining committee. No changes shall be made in the examining committee after the thesis is submitted to the Faculty of Graduate Studies. Should the thesis not be submitted for examination within 12 months after the appointment of the examining committee, the committee appointment will lapse and the process shall revert to 5.11.1 above.

### 5.11.4 Distribution of the Thesis for Examination

Ph.D. students/candidates must submit their thesis for distribution electronically through JUMP. Consult this link for pertinent instructions: [http://umanitoba.ca/faculties/graduate\\_studies/media/Thesis\\_Distribution\\_Portal.pdf](http://umanitoba.ca/faculties/graduate_studies/media/Thesis_Distribution_Portal.pdf). It is the responsibility of the Faculty of Graduate Studies to distribute the electronic version of the thesis to all examiners. The Faculty of Graduate Studies shall attempt to ensure that the thesis is distributed to examiners as soon as possible after the submission of all required documentation. The Faculty of Graduate Studies website ([umanitoba.ca/faculties/graduate\\_studies/deadlines/index.html](http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html)) should be consulted regarding dates by which theses must be submitted.

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

### 5.11.5 Responsibilities of the Examiners

In general, the examiners are responsible for:

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

Notes:

1. Any potential breach of academic integrity should be reported to the Dean of the Faculty of Graduate Studies for investigation by the Vice President (Research and International).
2. Submission of previously published, peer-reviewed material in the thesis does not preclude its critical examination, either as a written document being reviewed by examiners or at the thesis defence.

### 5.11.6 Process

#### Internal Examiners

The Dean of the Faculty of Graduate Studies will request the internal examiners to give, within three (3) weeks of the distribution of the thesis, a detailed written report of the thesis and place it into one of the following categories:

1. The thesis represents a distinct contribution to the candidate's field of research and is acceptable as it stands. Minor revisions to content, structure, or writing style may be required. The thesis may proceed to external distribution.
2. The thesis has merit and makes a contribution to the candidate's field; however, there are research-related concerns that have the potential to be addressed in the oral defence. The structure and writing style are acceptable or require some only minor revisions. The thesis may proceed to external distribution.

3. The thesis has some merit, but is not acceptable in its current state and requires **major** revisions to one or more of its core components, such as research content, structure or writing style. The thesis should not proceed to external distribution.
4. The thesis is unacceptable with respect to its core components, such as research content, structure, and writing style. The thesis should not proceed to external distribution.

If none or one (the dissenting voice) of the internal examiners fails the thesis (i.e. places it in categories 3 or 4 above), the thesis receives an internal pass and shall proceed to external distribution. The candidate's advisor (and, if appropriate, co-advisor) may also wish to submit a report. Prior to external distribution, the candidate shall have the opportunity to incorporate changes suggested by the examining committee but not necessarily those of the dissenting voice. It is the **joint** responsibility of the advisor/**co-advisor and** student to provide **all internal committee members with a copy of the revised thesis along with a written and detailed summary of all significant revisions made to well in advance of the oral defence.**~~all internal committee members prior to the oral defence.~~

If two or more members of the internal examining committee fail the thesis (i.e. places the thesis in categories 3 or 4 above) then the thesis fails.

If the thesis fails, the unit Head shall convene a meeting of the internal examining committee and the candidate's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard for a second submission to the internal examining committee. In normal circumstances, this will involve additional scholarly work which the unit Head will describe, in writing, to the advisor/co-advisor, the candidate, and the Dean of the Faculty of Graduate Studies.

~~If two or more members of the internal examining committee more than one of the internal examining committee members~~ fail the resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to external distribution, and the candidate is required to withdraw from the Faculty of Graduate Studies.

The awarding of a passing grade by an individual internal examiner does not preclude them from awarding a failing grade at a subsequent stage in the examination process. The performance of a student at the oral examination may reveal problems of comprehension or explanation, and the examining committee may require revisions be made to the written thesis to address these problems prior to granting its final approval.

### External Examiner

The Dean of the Faculty of Graduate Studies will request the external examiner to give, within three (3) weeks of the distribution of the thesis, a detailed written report of the thesis and rate it either as a pass or a fail. The Dean of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until their report has been submitted/received~~it has been determined that the student can proceed to oral defence.~~

- If the external examiner passes the thesis, the student can proceed to oral defence.
- If the external examiner fails the thesis, the unit Head shall convene a meeting of the internal examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard. In normal circumstances, this will involve additional scholarly work, which the unit Head will provide a detailed written remediation plan describe, in writing, to the advisor/co-advisor, the candidate, and the Dean of the Faculty of Graduate Studies.
- If the external examiner fails a resubmitted thesis, this constitutes a second failure.~~In the case of a second failure, the candidate cannot proceed to oral defence,~~ and the candidate is required to withdraw from the Faculty of Graduate Studies.

The awarding of a passing grade by an external examiner does not preclude them from awarding a failing grade at a subsequent stage in the examination process. The performance of a student at the oral examination may reveal problems of comprehension or explanation, and the external examiner may require revisions be made to the written thesis to address these problems prior to granting final approval.

### Reports

If advancement to the oral examination is approved, as outlined above, the Dean of the Faculty of Graduate Studies shall provide electronic copies of all reports to each of the advisor/co-advisor, examiners and Head of the unit.

## 5.12 The Oral Examination

### 5.12.1 Scheduling

Units cannot proceed with scheduling the oral defence prior to receiving the approved examiners report from the Faculty of Graduate Studies. The examination must be held at The University of Manitoba. It is the responsibility of the unit to ensure that all room booking arrangements are made and appropriate facilities meet minimum standards

expected for a Ph.D. defence. In addition, the candidate must submit, in electronic format biographical information and an abstract of the thesis to the Faculty of Graduate Studies.

### 5.12.2 Attendance

The Dean of the Faculty of Graduate Studies or designate shall act as Chair of the examination committee.

The attendance of the external examiner in person at the candidate's oral examination is encouraged. If the external examiner will not be present in person, his/her participation via video conferencing is expected. If the external examiner cannot participate electronically, he/she will be asked to provide questions in advance. These questions will be read to the candidate at the defence by the Chair.

All internal members of the examining committee are required to be present at the defence, unless exceptional circumstances prevent this. Under such circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one internal member may participate via video conferencing. Consequently, no more than one internal member and the external examiner may participate via video conferencing.

Under no circumstances can the candidate participate by video conferencing.

Normally, the oral examination shall be open to all members of The University of Manitoba community and the general public. In exceptional cases the final oral examination may be closed; for example, when the results of the thesis research must be kept confidential for a period of time. In such cases, the examination committee and Head of the unit shall request prior approval in writing from the Dean of the Faculty of Graduate Studies. If approved, the final oral examination shall be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies or designate.

Regardless of open or closed status, no recording devices will be permitted.

### 5.12.3 Format of the Examination

The first part of the oral examination shall consist of an oral presentation by the candidate. This is followed by examination of the candidate by the examination committee. If time permits the Chair, at their discretion, may allow questions from members of the audience.

### 5.12.4 Procedures for the Conduct of the Examination

The Chair should discuss the examination procedures with the examiners in camera prior to the beginning of the formal examination.

The Chair will introduce the candidate and request him/her to give a concise (20 to 25 minute) oral presentation of the thesis to include a summary of the problem addressed, the results obtained, and the conclusions drawn from the study.

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

The Chair may exercise his/her discretion in allowing questions from the audience following completion of the formal examination. Once assuming the role of Chair, he/she foregoes the right to comment on the merits of the thesis whether or not he/she is an expert in the field.

### 5.12.5 Decision of the Committee

Following completion of the formal examination, the candidate and audience must leave the examination room. The decision of the examining committee will be based both on the content of the thesis and on the candidate's ability to defend it. The performance of the candidate student at the oral examination may reveal problems of comprehension or explanation, and the examining committee may require revisions be made to the written thesis to address these problems prior to granting final approval.

The judgement of the examiners shall be reported by the Chair to the Faculty of Graduate Studies in the qualitative terms "pass" or "fail" on the "Final Examination of the Ph.D. Thesis" form.

- Pass: the candidate has satisfactorily presented the thesis their rationale, methodology, findings, and conclusions to the general satisfaction of the orally and answered, to the satisfaction of the examining committee, the methodology, observations and conclusions presented in the thesis. Notwithstanding this, stylistic, grammatical, and content revisions to the thesis may be required. Normally, the advisor/co-advisor is charged with ensuring that any minor editorial or typographical revisions are satisfactorily completed. Under some circumstances, the entire examining committee other members of the examining

~~committee may wish to ensure any required revisions are substantive changes are completed satisfactorily. Regardless, if~~ those examiners in agreement must indicate, by their signatures, concurrence with the passing grade.

- Fail: the candidate has failed to adequately orally present the thesis rationale, methodology, findings, and/or conclusions, or to satisfactorily respond to questions posed related to, the thesis. Failure may also arise because of ~~This shall include significant~~ defects in conception, methodology, or context. Those examiners in agreement must indicate, by his/her signature, concurrence with the failing grade.

If either the external examiner or two or more internal examiners indicate a fail, the candidate fails the examination. In this case, the Chair must submit of Aa copy of the report, including providing written detailed reasons for the decision, will be made available to the candidate, all members of the examining committee, and ~~by~~ the Dean of the Faculty of Graduate Studies.

In the case of a first failure of the oral defence, the candidate will have the opportunity to discuss the report with the internal examining committee. If the thesis is revised, then it is strongly recommended that the candidate circulate it to the members of the internal examining committee and obtain their informal approval to proceed to a second distribution before doing so. A new copy of the thesis if a revised thesis is required, it should be submitted directly to the Faculty of Graduate Studies for distribution to the external examiner and examining committee within 3 months of the failed oral examination, in preparation for a second and final oral examination defence. The candidate is already deemed to have passed the thesis (Section 5.11.6); however, the examination during the oral defence shall be based on the revised document.

In the case of either a second failure of the oral defence, or the combination of a failure of the written thesis and the oral defence, the candidate will be required to withdraw from the Faculty of Graduate Studies.

### 5.13 Candidate Awards

The examination committee may recommend in writing to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.

### 5.14 Graduation

The candidate will be recommended for the Ph.D. degree upon receipt by the Faculty of Graduate Studies of favourable reports by the thesis examining committee, a corrected copy of the electronic version of the thesis submitted to MSpace, final approval and release forms, and providing all other degree requirements have been satisfied.

**Patents** – Refer to section 6 “Policy of Withholding Theses Pending Patent Applications” in this Guide.

**Restriction of Theses for Publication** – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one year after the submission of the digital version of a thesis to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

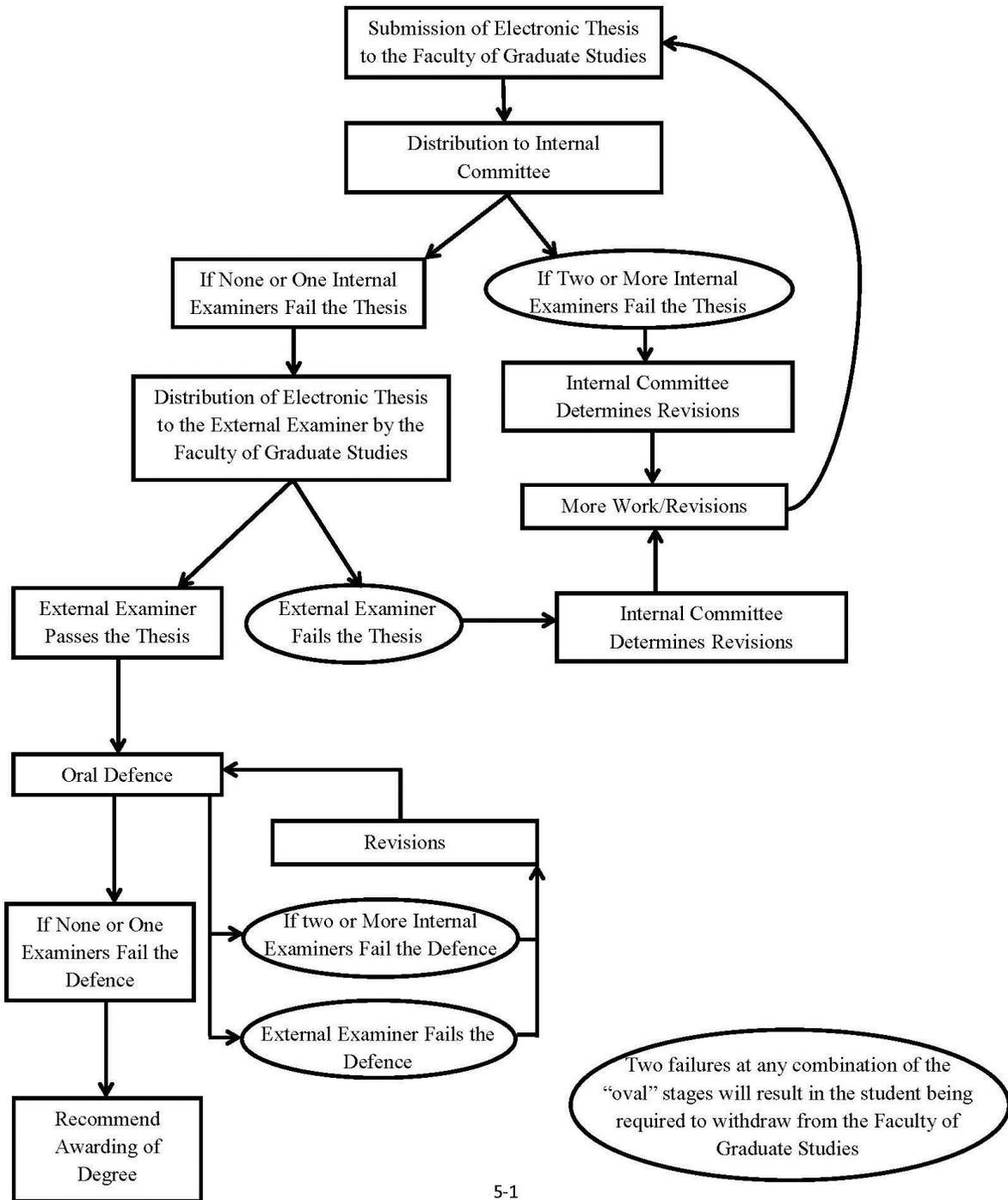
**Library and Archives Canada** – Library and Archives Canada obtains a copy of the thesis via the University’s MSpace repository.

### 5.15 Student Withdrawal

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

- a) The internal examining committee reports on the merits of the written thesis;
- b) The external examiner reports on the merits of the written thesis;
- c) The oral examination; or
- d) A combination of any of these stages.

Figure 1: Flowchart of Ph.D. thesis submission, examination and defence



5-1

## SECTION 6: Policy of Withholding Thesis Pending a Patent Application Content or Manuscript Submission

### SECTION 6: Policy of Withholding Thesis Pending Patent Applications Content or Manuscript Submission

In 1970, The University of Manitoba Board of Governors and Senate approved a policy on accepting research grants from outside agencies. This policy defined the right of agencies to defer release of information and thus ensure freedom of publications for research findings of University personnel. Occasionally, the University may also wish to restrict the release of a thesis pending patent application. For additional details, see The University of Manitoba governing document: [http://umanitoba.ca/admin/governance/governing\\_documents/community/235.html](http://umanitoba.ca/admin/governance/governing_documents/community/235.html)

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

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

#### Regulations Concerning Release of a Thesis During Application and Negotiation For Patents

The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor/co-advisor and the student, the Dean will retain the thesis for a period ~~not to exceed~~up to one year.

#### Regulations Concerning Release of Thesis Pending Manuscript Submission

The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor and the student, the Dean will ~~keep~~retain the thesis for a period up to one year.

In exceptional cases, not covered by the regulation concerning patents, where adequate causes can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate studies restrict access for a period up to one year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

## SECTION 7: Extension of Time to Complete Program of Study

### SECTION 7: Extension of Time to Complete Program of Study Content

All requests for extensions will normally be dealt with administratively and reported, in summary form, to the Executive Committee of Graduate Studies for information. The student must complete the "[Time Extension Request for Extension Form](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)" [http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html) and submit it to his/her major unit for recommendation to the Faculty of Graduate Studies **at least three, but no more than four, months** prior to expiration of the respective maximum time limit. Requests for an extension are reviewed by the Faculty of Graduate Studies on a case by case basis.

Requests for extension must be accompanied by a realistic [detailed](#) timeline that has been agreed ~~upon to~~ by the student and advisor/co-advisor and endorsed by the unit Head. The extension time requested must closely reflect the time required to complete the program.

The normal time ~~granted requested~~ for extensions is four to eight months. More than one extension period may be ~~granted~~ [considered](#). However the total approved for all extensions will not normally exceed one year. ~~The Dean may request a report from the student and/or the advisor/co-advisor during the extension that the timeline is being fulfilled, prior to approving the final period of the extension.~~

## SECTION 8: Leaves of Absence

### 8.1 Regular Leave

A regular leave is intended to allow students to meet responsibilities/plans related to family, travel or employment and circumstances not covered by the parental or exceptional leaves. At the student's request, the Head of the unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted a leave of absence for a period of time not to exceed one year. While on a regular leave of absence, a student is not expected to ~~be actively engaged in their program of study, conduct study and/~~ or thesis research work. A student on a regular leave of absence is required to maintain continuous registration. A student on a regular leave of absence will not be assessed program fees, if any are owing, during the period of the leave; however, the appropriate continuing fee will be assessed.\* Any program fees deferred as a result of a regular leave will be assessed when the student returns from leave. A regular leave of absence status does not extend time limits as outlined in Faculty of Graduate Studies regulations.

**Note:** At the time of approval of an application for leave, the procedures for the return of the student to the unit at the completion of the leave must be stipulated.

**\*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 ~~is~~ already paid.

### 8.2 Exceptional Leave

In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), at the request of the student, the Head of the unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted an exceptional leave of absence for a period of time not to exceed one year. Supplemental documentation should support the requested dates of the leave. Exceptional leaves must correspond with the start and end of (an) academic term(s). While on an exceptional leave of absence, a student is not permitted to ~~be engaged in their program of study, maintain study and/or~~ thesis research work, ~~and~~ would not be required to maintain continuous registration ~~or, nor~~ pay tuition fees. In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave is not intended to cover circumstances related to travel, employment, or financial concerns.

**Note:** At the time of approval of an application for leave, the procedures for the return of the student to the unit at the completion of the leave must be stipulated.

#### 8.2.1 Fees

Students are not expected to pay fees for the term in which they have been granted an exceptional leave. Upon return from the exceptional leave, students will be assessed fees as determined by the Registrar's Office.

### 8.3 Parental Leave

A graduate student who is expecting a child or who has primary responsibility ~~for~~ the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request ~~for a parental leave~~ should be made through the unit, to the Faculty of Graduate Studies for a period of time not to exceed ~~one~~ year. Parental leaves must correspond with the start and end of (an) academic term(s). While on leave of absence for parental reasons, a student is not permitted to ~~be engaged in their program of study, maintain study and/~~ or thesis research work. The leave period is not included in the time period allowed for completion of the degree.

**Note:** At the time of approval of an application for leave, the procedures for the return of the student to the unit at the completion of the leave must be stipulated.

#### 8.3.1 Fees

Students are not expected to pay fees for the term in which they have been granted a parental leave. Upon return from the parental leave students will be assessed fees as determined by the Registrar's Office. All applications for Leaves of Absence must be submitted on the ~~Grad Student "Leave of Absence Form"~~ available at: [http://umanitoba.ca/faculties/graduate\\_studies/media/Grad\\_Student\\_Leave\\_Request.pdf](http://umanitoba.ca/faculties/graduate_studies/media/Grad_Student_Leave_Request.pdf)  
[http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)

### 8.4 Awards and Leave of Absence

Students granted ~~an~~ exceptional or ~~a~~ parental leave will retain the full value of a University of Manitoba Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such an award will be suspended at the onset of the leave and reinstated at the termination of the leave period (4 to 12 months) provided that the student returns to full time study at that time.

**Note:** Other awards will be paid according to the conditions established by the donor or granting agency.

**8.5 Graduate Student Vacation Entitlement**

Students are entitled to three weeks of vacation over a 12-month period.

## SECTION 9: Appeals – Procedures And Guidelines

### 9.1 General

Students who disagree with a decision have access to appeal routes as laid out by various Faculty of Graduate Studies and University of Manitoba appeal procedures. Student appeals may be limited by the scope of the inquiry available at each level and category of appeal, as well as by the time limitations for submission of appeals.

A further limitation is that the Faculty of Graduate Studies rules and regulations, established to uphold the academic rigour of The University of Manitoba, are generally not subject to appeal unless an appeal route is otherwise stipulated. In situations where no appeal route is available, a student may make a written request to the Dean of the Faculty of Graduate Studies.

Students are referred to the appeals section of The University of Manitoba Governing Documents ([http://umanitoba.ca/admin/governance/governing\\_documents/index.html](http://umanitoba.ca/admin/governance/governing_documents/index.html)) for further details.

For students registered in Joint Master's Programs (University of Manitoba and University of Winnipeg) there is a different process for handling appeals and academic dishonesty cases than for University of Manitoba students in regular programs (not Joint Programs). This process is outlined in the Joint Master's Program Governing Documents available at [http://umanitoba.ca/faculties/graduate\\_studies/media/JMP\\_Regulations.pdf](http://umanitoba.ca/faculties/graduate_studies/media/JMP_Regulations.pdf).

### 9.2 Definitions

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

### 9.3 Types of Appeal

There are several areas of appeal which are open to appellants:

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

In all cases, appeals should be directed to the Dean of the faculty of Graduate Studies. A ~~desision~~decision of the Faculty of Graduate Studies Appeal Panel is appealable only to the Senate Committee on Appeals or the University Discipline Committee, as appropriate. In all cases an appellant shall have the option of being registered in, and undertaking the responsibilities of, his/her program, until such time as he/she has exhausted the university appeal process or the appellant decides not to appeal further, whichever comes first.

### 9.4 Admission Appeals

Please refer to University of Manitoba Governing Documents: Students: Policy: Admission Appeals Procedures and Guidelines [http://umanitoba.ca/admin/governance/governing\\_documents/students/280.html](http://umanitoba.ca/admin/governance/governing_documents/students/280.html)

### 9.5 Academic Appeals

#### 9.5.1 Composition

Faculty members or students are disqualified from participating on an Appeals Panel if he/she:

- holds any academic appointment in the unit in which the appellant is registered;

- is/was a student in the unit in which the appellant is registered;
- was, as an individual, or as a member of a committee or board, responsible for making the decision being appealed.

**Note:** All members of an Appeal Panel shall participate in all of the deliberations essential for the determination of the matter in dispute. If, in the course of hearing an appeal, a member is not present at the commencement of the hearing or a member cannot continue, the Panel may elect to proceed in the absence of that member. If more than one member is not present at the commencement or cannot continue, the Appeal Panel must adjourn.

### 9.5.2 Consideration

Appeal Panels will consider appeals:

- stemming from a decision of a unit on academic matters (e.g. failure in a course) only after they have been dealt with by the appropriate unit-level appeal process (if any), as is outlined in its supplementary regulations;
- stemming from a decision of the Faculty of Graduate Studies following the recommended action of a unit (e.g., qualifying examinations, candidacy examinations, thesis proposals, thesis examinations), only after they have been dealt with by the appropriate unit-level appeal process (if any), as outlined in its supplementary regulations;
- stemming from a decision of the Faculty of Graduate Studies.

In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals (see [http://umanitoba.ca/admin/governance/governing\\_documents/students/senate\\_committee\\_on\\_appeals\\_policy.html](http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_policy.html))

### 9.5.3 Grounds for an Academic Appeal

The Appeal Panel shall only consider an appeal if there is some evidence that:

- the unit or the Faculty of Graduate Studies failed to follow the rules of natural justice;
- the unit or the Faculty of Graduate Studies failed to follow procedures;
- a unit or Faculty of Graduate Studies regulation has been unfairly or improperly applied, or has become inapplicable through lapse of time;
- there are documented mitigating circumstances (e.g. medical, compassionate);
- there is apparent conflict between a Senate Regulation, a Faculty of Graduate Studies policy and/or a unit regulation.

**Note:** It shall be the responsibility of the appellant to indicate clearly and specifically the grounds warranting consideration of the appeal.

### 9.5.4 Academic Appeal Deadlines

#### 9.5.4.1 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 unit responsible for the course within ten (10) working days after the grades for term work have been communicated to students. Following receipt of the appropriate appeal form and evidence of payment of the refundable appeal fee, the unit shall consider the appeal and provide a decision within fifteen (15) working days.

#### 9.5.4.2 Appeal of Faculty of Graduate Studies Decision:

An appeal of action taken by any unit, committee, administrator or faculty member within the Faculty of Graduate Studies must be submitted in writing by the appellant to the Dean of the Faculty of Graduate Studies within fifteen (15) working days of the date from the date that the appellant was informed in writing of the action to be appealed.

#### 9.5.4.3 Appeals to Senate:

As per The University of Manitoba Governing Documents: Students: Policy: Appeals Procedures and Guidelines ([http://umanitoba.ca/admin/governance/governing\\_documents/students/senate\\_committee\\_on\\_appeals\\_procedures.html](http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_procedures.html)), appeals to the Senate Committee on Appeals shall be filed with the University Secretary within twenty (20) working days after the mailing of the notice of decision from which the appeal is made.

### 9.5.5 Academic Appeals Process

#### 9.5.5.1 Documentation

Upon receipt of a formal appeal the Dean of the Faculty of Graduate Studies may, at his/her discretion, consider the appeal or forward it to an Appeal Panel.

If the Dean considers the appeal, the student shall be informed of the outcome, in writing.

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

An Appeal Panel will be struck, and a meeting set, by the Faculty of Graduate Studies to determine whether the appellant has grounds to proceed to a Hearing. If the Appeals Panel determines that there are no grounds, a Hearing will not take place and the appellant will be notified in writing. If the Appeals Panel determines that there are grounds, the appellant will be notified and a Hearing will be scheduled.

If the Appeals Panel determines that there are grounds, the Faculty of Graduate Studies shall inform the appropriate unit head (or designate) of the nature of the appeal and request that he/she be available to respond, along with the FGS Associate Dean, at the Hearing. The respondent(s) will be requested to provide a single letter to the Chair of the Appeals Panel no later than ten (10) working days prior to the hearing in response to the appellant's appeal.

All documentation that the Appeal Panel will consider shall be made available through the Faculty of Graduate Studies to both the appellant and the respondent(s) at least one (1) week in advance of the hearing with notification of the specific time and location of the hearing. No additional materials should be presented at the time of the hearing. In the case where a request is made to submit additional materials, the Chair may postpone the hearing and allow no more than ten (10) working days for the other party to respond to the new materials.

#### 9.5.5.2 Hearing

The appellant and respondent shall have the right to appear before the Appeal 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 the Faculty of Graduate Studies shall be notified not less than four working days prior to the hearing of the names of all witnesses that are to be called and shall inform the other party.

The appellant shall be advised by the Dean of the Faculty of Graduate Studies of the right to appear in person or to be represented by the student advocate, 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 appellant wishes, one member of his/her immediate family, and a lawyer, may be present, but only as observers who do not participate. The Dean of the Faculty of Graduate Studies must be notified of any persons to be accompanying the appellant at least four working days prior to the hearing.

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. During the hearing, the appellant or the respondent may request a change in the open or closed nature of the hearing, at which time the Appeal Panel shall determine its procedures.

As the first item of business in dealing with any appeal, the Appeal Panel shall convene (in closed session) to consider whether:

- the Hearing should be an open or closed session;
- whether there are sufficient grounds to proceed with the Hearing;
- whether the Panel has jurisdiction to determine the matter at hand.

If necessary, the Appeal Panel may hear submissions from either party on any of these points. Normally, the appellant and the respondent will be present during the presentation of the other's case.

When an Appeal Panel determines that there are insufficient grounds or that it lacks the jurisdiction to proceed with an appeal hearing, it shall report its reasons to the Dean of the Faculty of Graduate Studies.

Both the appellant (and/or representative) and respondent(s) (and/or representative) will be invited to make opening statements, including calling any witnesses. These statements will be subject to questioning by members of the Appeal Panel and cross-examination by the other party. Both the appellant (and/or representative) and respondent(s) (and/or representative) will be invited to make closing statements at which point no new information may be introduced.

The Appeal Panel may request either the appellant or the respondent(s) to provide additional information, or of its own volition call additional witnesses, before reaching a decision. This should be accompanied by a statement that the parties have a right to be made aware of the Panel's request for information and the results thereof.

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

#### 9.5.5.3 Disposition

The Chair of the Appeal Panel shall inform the Dean of the Faculty of Graduate Studies in writing of the disposition of the appeal, the reasons for the decision, and any actions that may result. The Dean of the Faculty of Graduate Studies shall, in turn, inform the appellant and the unit in writing of the disposition of the appeal, the reasons for the decision and any actions that may result. The further right of appeal to the Senate Committee on Appeals should be acknowledged, along with any relevant time limits. The Dean of the Faculty of Graduate Studies may inform the unit of any recommendations brought forward by the Appeal Panel.

### 9.6 Discipline Appeals

The specific jurisdiction of each of the Disciplinary Authorities is outlined in: ~~University of Manitoba Governing Documents: Students: Bylaw: Student Discipline. See 2.3.3:~~

Table 1: Jurisdiction of Disciplinary Authorities ~~for Student Academic Misconduct~~

Table 2: Jurisdiction of Disciplinary Authorities ~~for Student Non-Academic Misconduct~~

Table 3: ~~Disciplinary Actions and Disciplinary Authorities~~

(~~[http://umanitoba.ca/admin/governance/governing\\_documents/students/student\\_discipline.html](http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html)~~)

~~When the appeal is against a disciplinary decision made by the Faculty of Graduate Studies, the appeal routes and procedures as outlined in the following shall prevail: University of Manitoba Governing Documents: Students: Procedures: Student Discipline (-)~~

If the appeal is from a decision of the Dean of the Faculty of Graduate Studies the appeal statement shall be delivered to the Dean of the Faculty of Graduate Studies on behalf of the Local Discipline Committee (also commonly referred to as the "L.D.C.")

If the appeal is from a decision of the L.D.C., the official statement shall be delivered to the Secretary of the University Discipline Committee (U.D.C.) with a copy to the Dean of the Faculty of Graduate Studies.

#### 9.6.1 Discipline Appeal Deadlines

If a student wishes to appeal a decision, the notice of appeal must be delivered in writing to the appropriate person(s) within ten (10) working days of the student being notified of the decision the student intends to appeal.

### 9.6.2 Appeal of Violation/Penalty

~~When the appeal is against a disciplinary decision made by the Faculty of Graduate Studies, the appeal routes and procedures as outlined in the following shall prevail: Student Discipline Appeal Procedure ([http://umanitoba.ca/admin/governance/media/Student\\_Discipline\\_Appeal\\_Procedures\\_-\\_2016\\_09\\_01.pdf](http://umanitoba.ca/admin/governance/media/Student_Discipline_Appeal_Procedures_-_2016_09_01.pdf))~~

~~As per section 2.7.2 of The University of Manitoba Governing Documents: Students: Procedures: Student Discipline [http://umanitoba.ca/admin/governance/governing\\_documents/students/student\\_discipline.html](http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html)~~

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

- (a) the finding of facts;
- (b) the disposition determined by the disciplinary authority; or
- (c) both (a) and (b).

### 9.7 Fee Appeals

Please refer to the Registrar's Office webpage on fee appeals: <http://umanitoba.ca/student/records/fees/830.html>. To initiate the Fee Appeal procedure, the student completes a Fee Appeal form, available online or in the Registrar's Office, 400 University Centre.

### 9.8 Grade Appeals

Please refer to the Registrar's Office webpage on grade appeals: [http://umanitoba.ca/student/records/exams\\_grades\\_hub.html](http://umanitoba.ca/student/records/exams_grades_hub.html). To initiate the Grade Appeal procedure, the student completes a Grade Appeal form, available online or in the Registrar's Office, 400 University Centre.

### 9.9 Assistance with Appeals

The Office of Student Advocacy, ~~549-520~~ University Centre, <http://umanitoba.ca/student/advocacy/>, provides information and assistance to students regarding all appeal processes. It is strongly recommended that students contact the Office of Student Advocacy to assist them with any appeal they are considering.

## APPENDIX 1: Thesis/Practicum Types

### APPENDIX 1: Thesis/Practicum Types

A student/candidate may present a thesis/practicum in one of two acceptable formats:

- Regular style
- Manuscript/grouped manuscript style

The type of thesis/practicum must be approved by the advisory committee and comply with all regulations of the Faculty of Graduate Studies and any supplemental regulations of the unit.

#### 1.0 Regular Style

##### 1.1 Prefatory Pages

###### 1.1.1 Title Page

The title page should contain the following information:

- the title of the thesis/practicum,
- the name of the University,
- the degree for which the thesis/practicum is submitted,
- the name of the unit,
- the full name of the author,
- the copyright notation ©.

The title must be a meaningful description of the content of the research. The author's name should be in full, identical to the name under which they are registered and be consistent on all other documents. A sample title page can be found at: [http://umanitoba.ca/faculties/graduate\\_studies/media/ThesisSampleTitlePage.pdf](http://umanitoba.ca/faculties/graduate_studies/media/ThesisSampleTitlePage.pdf).

###### 1.1.2 Abstract

The abstract is expected to provide a concise, accurate account of the thesis/practicum. Abstract maximum length is 150 words for a Master's and 350 words for a Ph.D. An abstract should contain a statement of the problem, methods, results, and conclusions.

###### 1.1.3 Acknowledgements

The content of this single page is left to the discretion of the author. For example, the page may make reference to the student/candidate's advisor/co-advisor and advisory committee, to other individuals who have provided invaluable assistance to the development of the thesis/practicum, and to sources of financial assistance or other support.

###### 1.1.4 Dedication

A single page pertaining to a dedication is allowed.

###### 1.1.5 Table of Contents

This must list and provide page references to all elements of the thesis/practicum. The numbering and formatting must be identical to the way the material appears in the text. Page numbers should be right justified.

###### 1.1.6 List of Tables

This should immediately follow the Table of Contents and be of the same format. The list must include the number, name and page number of each table.

###### 1.1.7 List of Figures

This should immediately follow the List of Tables and be of the same format as the Table of Contents. The list must include the number, name and page number of each figure.

###### 1.1.8 List of Copyrighted Material

On occasion students/candidates include images, figures, photos and other materials from copyrighted sources. Written permission from the copyright holder is required. This should follow the List of Tables and follow the same format as the Table of Contents. For further information on copyright see: [http://umanitoba.ca/faculties/graduate\\_studies/thesis/copyright\\_permission.html](http://umanitoba.ca/faculties/graduate_studies/thesis/copyright_permission.html).

##### 1.2 Format

###### 1.2.1 Styles

The thesis/practicum should be written in a standard style manual that has been recommended by the unit. Manuals recommended by the Faculty of Graduate Studies include but are not limited to:

- American Psychological Association, Publication Manual of the American Psychological Association;
- Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations;
- The Modern Language Association of America, MLA Handbook for Writers of Research Papers;
- University of Chicago Press, The Chicago Manual of Style;

Students should always use the latest edition available. If there is a conflict between the instructions in this booklet and the style manual chosen, the former should be followed.

### **1.2.2 Spelling**

Canadian, British or American spelling is acceptable, but one style must be used consistently throughout the document.

### **1.2.3 Format**

Double space all text material; footnotes and long quotations may be single spaced. The entire thesis/practicum must be in the same text font, style, and size. Font size should be no less than 12 pt Times Roman. Full justification of the text is not required.

### **1.2.4 Margins**

It is imperative that the specified margins be observed throughout the thesis/practicum. Leave at least a one inch (1.0") margin from the top, bottom, left, and right hand edges of the paper. These margins apply to all material, including appendices, diagrams, maps, photographs, charts, tables, ~~etc. and others.~~

### **1.2.5 Page Numbers**

Each page in the thesis/practicum must be numbered consecutively. Illustrative pages and appendices must also be numbered. Roman numerals should be used for the prefatory pages. The remaining pages of the thesis/practicum, beginning with the introduction (Chapter One) should be numbered consecutively in Arabic numerals.

## **1.3 Footnotes, References and Appendices**

Instructions in the style manual recommended by the unit should be followed. Regardless of which style manual is used, format selected must be consistent.

## **1.4 Figures, Illustrations, Photographs and Design Drawings**

### **1.4.1 Illustrative Material**

All illustrative material must be consistent throughout the thesis/practicum. All figures, illustrations, photographs and drawings must be numbered consecutively in Arabic numerals and accompanied with a title. The material should appear as soon as possible after as it is mentioned in the text. All original materials should be of high quality, with sharp and clear images.

### **1.4.2 Layout of Tables and Figures**

Each table and figure must have a number and title. The number and title should appear at the top of the table or figure. The title of the table or figure should be as short as possible and indicate the major focus of the material within the table or figure.

## **1.5 Additional Materials**

### **1.5.1 Consent and Access to Information Forms**

Sample copies of consent forms that were used to obtain consent from participants to take part in the information gathering procedures for the thesis/practicum must be included in an Appendix. Any personal information must be omitted from the submitted form.

In some cases, approval from an agency, institution or corporation may have been required before the information gathering procedures could proceed. The original approval form for access should be retained by the student with a copy provided to the Faculty of Graduate Studies upon completion of the thesis/practicum.

### **1.5.2 Use of Copyrighted Material**

If the thesis/practicum includes copyrighted material (images or more than a reasonable extract (according to the Copyright Act) of another person's work), permission must be obtained from the copyright holder. ~~The Faculty of Graduate Studies has developed a form ([http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)) that can be utilized when requesting the use of copyrighted material. A "Sample Permission Letter" is available on the Copyright Office website ([http://umanitoba.ca.admin.vp\\_admin/ofp/copyright/index.html](http://umanitoba.ca.admin.vp_admin/ofp/copyright/index.html))~~

In some cases, copyright holders prefer to use their own permission forms and/or will provide their permission electronically. Both of these are acceptable by the Faculty of Graduate Studies.

Note that obtaining permission may take a considerable amount of time and this must be taken into consideration when meeting a thesis/practicum submission deadline. A reference to written permission having been obtained must be included under the image or text. The reference should also include the date the permission was granted, and the name/title of the copyright holder(s). The original form(s) signed by the copyright holders should be retained by the student with a copy provided to the Faculty of Graduate Studies at the completion of the thesis/practicum.

The thesis/practicum cannot be accepted by the Faculty of Graduate Studies if permission has not been obtained. It is important that the student and their advisor ensure that the permission has been granted. In some cases, the copyright holder cannot be located or the cost is prohibitive to using the text or image. In these situations, the text or image may have to be omitted from the thesis/practicum.

Subsequently, information on where the reader can locate the image or text should be included, such as the URL, title of book/journal, volume and issue number, page number, publisher, and date of publication. A description of the purpose or significance of the text or image should be provided.

For further information on copyright see: [http://umanitoba.ca/admin/vp\\_admin/ofp/copyright/index.html](http://umanitoba.ca/admin/vp_admin/ofp/copyright/index.html)

## 2.0 Manuscript/Grouped Manuscript Style

A thesis/practicum may comprise a paper, or collection of papers, which are, or are about to be, published. The number of papers that comprise this style of thesis/practicum will be determined between the student and the advisory committee. The formatting of the thesis/practicum must be consistent throughout the thesis/practicum and the thesis/practicum cannot merely consist of several papers or articles bound within the one document.

Publication, or acceptance for publication, of research results prior to the presentation of the thesis/practicum does not supersede the evaluation of the work by the examination committee (*i.e.* does not guarantee that the thesis/practicum will be found acceptable). Examiners may specify revisions regardless of the publication status. The thesis/practicum must follow the same prefatory information (1.1), spelling, formatting margin requirements, page numbering (1.2b-d), footnotes and appendices (1.3), figures, illustrations photographs and drawings (1.4) and any additional material (1.5) as those outlined above.

There must be an introductory chapter to the entire thesis/practicum which includes its own bibliography. The collection of papers or articles must contribute toward the overall theme that represents the thesis/practicum work and must be smoothly integrated into the flow of the thesis/practicum to produce a unified document. This may require changes or additions to, and re-writing of, any work which has been previously published.

The thesis/practicum must contain connecting text between the different chapters providing logical links to allow the integration of the information. **These connecting sections are mandatory.** Not including these sections may compromise the ability of the examiners to evaluate the thesis/practicum and accordingly there may be subsequent potential consequences.

The thesis/practicum must contain a concluding chapter that includes a discussion on how the thesis/practicum, with its findings, provides a distinct contribution to knowledge in the research area.

In the case of multi-authored papers, the nature and extent of the student/candidate's contribution, and those of the other authors, must be explicitly specified in a section entitled "Contributions of Authors" in the "Preface" of the thesis/practicum. The advisor/co-advisor, by signing the thesis/practicum submission form, attests to the accuracy of these statements and will be asked to reaffirm at the oral defence in the case of a doctoral thesis/practicum.

## **Report of the Senate Committee on Academic Review RE: Proposal for an Indigenous Institute of Health and Healing**

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### **Preamble:**

1. The Terms of Reference for the Senate Committee on Academic Review are found on the web at:  
[http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/489.htm](http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/489.htm)
2. The policy Academic Centres and Institutes is available on the web at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/academic/934.html](http://umanitoba.ca/admin/governance/governing_documents/academic/934.html).  
  
The procedures Academic Centres and Institutes are available at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/academic/935.html](http://umanitoba.ca/admin/governance/governing_documents/academic/935.html).
3. The Senate Committee on Academic Review (SCAR) met on February 17, 2017, to consider a proposal from the Rady Faculty of Health Sciences to establish an Indigenous Institute for Health and Healing.

### **Observations:**

1. At its meeting on February 17, 2017, the Committee received the Report of the ad hoc Committee of SCAR (attached), which had been struck to review the proposal in detail. The ad hoc Committee had recommended that SCAR endorse the proposal to establish the Institute, for a period of five years, with continuation subject to a review process.
2. The Committee was concerned that the proposal should identify members of the Institute beyond the initial membership (which would comprise individuals holding Leadership positions in the Institute) and a process to appoint those additional members. The committee was informed that a process for appointing members would be developed in consultation with Indigenous communities. The appropriate time for these discussions to occur would be following formal approval of the Institute by the University, to ensure that the communities were engaged in a meaningful way in the development of the process. The proponents have revised section 5.0 of the proposal to identify the need for this step in the process of developing procedures for appointing members to the Institute.
3. The Committee requested that, at the end of the first twelve months following the implementation of the Institute, the Head of the Institute provide clear procedures for appointing members to the Institute that would outline how members of the broader University community could participate as members or otherwise interact with the Institute. The proponents of the proposal have revised section 5 of the proposal, to reflect that this request would be addressed within six to twelve months.
4. The Committee was also concerned that the proposal should be clear that the Indigenous Institute of Health and Healing would be a University Institute that would facilitate collaborations across the institution. In response to this, the proponents have revised section 5.0 of the proposal to indicate that, because Colleges within the Rady Faculty of Health Sciences alone cannot address the health and healing continuum, which includes collaboration and integration of all aspects of the physical, spiritual,

intellectual, and emotional aspects of an individual, members of the broader University community would be invited and encouraged to become members of the Institute.

**Recommendation:**

The Senate Committee on Academic Review recommends:

**THAT Senate recommend that the Board of Governors approve a proposal to establish the Indigenous Institute for Health and Healing for a period of five years, with continuation subject to a review process and with the *proviso* that, at the end of the first twelve months, the Head of the Institute would forward clear procedures for appointing members to the Institute, for review by the Senate Committee on Academic Review and Senate.**

Respectfully submitted,

Dr. David Collins, Chair  
Senate Committee on Academic Review

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

**Report of the ad hoc Committee of the Senate Committee on Academic Review RE:  
Proposal for the Indigenous Institute of Health and Healing**

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**Preamble:**

1. The Terms of Reference for the Senate Committee on Academic Review are found on the web at:  
[http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/489.htm](http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/489.htm)
2. The policy Academic Centres and Institutes is available on the web at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/academic/934.html](http://umanitoba.ca/admin/governance/governing_documents/academic/934.html).  
The procedures Academic Centres and Institutes are available at:  
[http://umanitoba.ca/admin/governance/governing\\_documents/academic/935.html](http://umanitoba.ca/admin/governance/governing_documents/academic/935.html).
3. The ad hoc Committee met on May 10, June 20, and October 11, 2016 to consider a proposal from the Rady Faculty of Health Sciences (hereafter “the Faculty”) to establish the Indigenous Institute of Health and Healing (hereafter “the Institute”).
4. Members of the ad hoc Committee were: Acting Dean T. Mondor (Chair; Faculty of Graduate Studies), Ms. P. Bachewich (student, Faculty of Health Sciences), Dean D. Brown (Faculty of Kinesiology and Recreation Management), Professor D. Ruth (Faculty of Engineering), and Professor D. Turcotte (College of Pharmacy).

**Observations:**

1. The proposed Institute would be formed through the amalgamation of three long-standing entities in the Department of Community Health Sciences, Max Rady College of Medicine: the J.A. Hilde Northern Medical Unit (NMU), the Manitoba First Nations Centre for Aboriginal Health Research (MFN CAHR), and the Centre for Aboriginal Health Education (CAHE). The three units are currently brought together under the Section of First Nations, Métis and Inuit Health.<sup>1</sup> They support the Department and the College by providing expertise in Indigenous health, including in the areas of health service delivery, research, and education and training.
2. Establishment of the Institute at the Faculty level would create new opportunities for members of the Institute to also share their expertise and provide support to other Colleges in the Faculty. It would also benefit the Faculty by creating a single point of access for Indigenous health expertise and advancing Indigenous perspectives in health education, research, and community outreach and service.
3. The primary purpose of the Institute would be, “... to provide service that meets the health needs of a diverse Indigenous community and culture in Manitoba and Nunavut and to support the University in Indigenous Achievement and Success.”
4. The mission of the Institute would be, “to honour relationships, inspire minds, and contribute to the health and wellness for First Nations, Métis, and Inuit children, families and communities.” The objectives of the Institute would be to:

<sup>1</sup> The Section is to be dissolved pending the approval and implementation of the Institute.

- promote the development of nationally and internationally recognized programs of clinical service, education and training, and research excellence at the University in four areas: biomedical, clinical, health services, and social, cultural, environmental and population health;
  - advise the University, the Faculty and its Colleges, on issues of relevance to First Nations, Métis, and Inuit communities and priorities in health services delivery, education and training, and research;
  - provide support for Indigenous Achievement through leadership in the Faculty;
  - take a leadership role in developing, supporting, and assisting in the development of comprehensive, high-quality models of service delivery in First Nations, Métis, and Inuit communities;
  - provide mentorship opportunities to support First Nations, Métis, and Inuit students, community and university-based researchers and service providers in achieving their goals in health professional studies, clinical service, academic service, and research;
  - promote and support Indigenous health research that addresses the needs of First Nations, Métis, and Inuit communities;
  - support and advise First Nations, Métis, and Inuit governments and organizations on health policy issues based on the best available knowledge, experience, and research evidence;
  - facilitate communication and knowledge sharing concerning Indigenous health and Indigenous health education development nationally and internationally;
  - facilitate skill development in the Faculty in engaging with First Nations, Métis, and Inuit communities, bi-directional knowledge exchange, and provision of high-quality, culturally safe health professional education and clinical service delivery.
5. The mission and objectives of the Institute align to the University's five strategic priorities, established in the document *Taking Our Place: University of Manitoba Strategic Plan 2015-2020*.
6. The Institute would have responsibility for a broad range of activities in the areas of (i) collaborative partnership building, (ii) excellence in teaching, (iii) advancing scientific achievement through research and innovation, (iv) addressing the needs of Indigenous populations from a social accountability perspective respecting Treaty, constitutional and international rights, and (v) development of a safe and equitable workplace and learning environment. Various activities within each of these areas are detailed in section 2.2.2 of the proposal. Some academic activities are highlighted below:
- Establishing collaborative partnerships with academic units and First Nations, Métis, and Inuit communities, to develop enhanced programming, partnership-based research and service delivery models, and informing education of future health professions.
  - Support and guide the development and implementation of Indigenous health content into curricula.
  - Focus training of future generations in Inter-Professional Education and Practice in partnership with Indigenous communities.
  - Within the Institute, facilitate enhanced Indigenous student mentorship in teaching.
  - Improve Indigenous patient engagement in health care delivery.

- Enhance cultural safety and communication skills, and increase cultural safety and anti-racism education and health research.
  - Enhance opportunities for community outreach and service, working with communities to enhance pipeline program outcomes.
  - Support University efforts in training future generations of health care professionals.
  - Address equity issues for Indigenous learners and patients.
  - Lead the collaborative development of specific Indigenous health-related goals in the Faculty.
7. The Head of the Institute, who would normally be the Vice-Dean (Indigenous), would report to, and be appointed by, the Dean and Vice-Provost of the Rady Faculty of Health Sciences. Financial responsibility for the Institute would rest with the Vice-Dean (Indigenous).
- The Executive Lead (Academics) would report to the Head and would be responsible for academic functions, liaising with academic programs and Colleges on matters related to students, curriculum, research platform development with Indigenous communities. The Executive Lead (Health Services) would report to the Head and would be responsible for operational functions, including high level negotiations with governments and Indigenous communities regarding service delivery models.
- There will be College Leads Advisory Council.
8. The initial membership of the Institute would include those individuals who would hold Leadership positions within the Institute, as described in section 3.1.2 of the proposal.
- Additional members might include representatives from the three constituent units, the NMU, MFN CAHR, and CAHE, and faculty, from Colleges in the Faculty of Health Sciences and from other faculties at the University, who have partnerships or research collaborations with members of the Institute. A process for applying for membership is to be established, for approval by the Dean's Council, Faculty of Health Sciences.
9. Privileges of membership would include access to, and engagement with, colleagues with expertise in Indigenous health and opportunities for academic career development through engagement in Indigenous Health education, research, community engagement and/or health service delivery in Indigenous communities.
10. The Institute will ultimately be housed in a new building proposed for construction at the Bannatyne Campus. At present, the NMU and CAHE are located in the Basic Sciences Medical Building, and the MFN CAHR is situated in the Buhler Research Centre. Offices of several faculty and staff who would hold Leadership positions in the Institute are located in the Pathology Building.
11. The Institute will be supported by funds totalling approximately \$23.3 million (in 2017/2018) from the following sources: (i) long-term federal, provincial, and territorial government grants (approximately \$22 million) to support the activities of the NMU, (ii) baseline funding through the Department of Community Health Sciences (\$200,000), to cover operating costs, (iii) external research grants awarded to members of Research Network within the MFN CAHR, and (iv) allocations from provincial grants to the Faculty and the College of Medicine (\$660,674, in 2017/2018).
12. The revenue would cover operational expenses and the cost of salaries for administrative staff in the Institute and its constituent units (i.e. the NMU, CAHE), as described in section 7.1 of the proposal. The Institute would have responsibility for

administration of central operational revenues and expenses, and for salaries of the Elders in Residence, the Executive Lead (Academics), the Director (Education and Student Support), the Director (Indigenous Health Integrations), the Operations Manager, and Student Affairs.

The NMU and the MFN CAHR would retain responsibility for their respective budgets, given their sources of revenue. The NMU would be responsible for salaries for the following administrative staff: Executive Lead (Health Services), the Senior Lead, Physicians, and the Director (Nursing Programs). Salaries for the Vice-Dean (Indigenous) and Head and for the Director, Research, would continue to be funded with baseline funding by the Faculty and the Department of Community Health Sciences, respectively.

13. The proposal was endorsed by the Faculty Executive Council of the Faculty of Health Sciences, at its meeting on January 14, 2016.
14. The proposal incorporates feedback offered by the ad hoc Committee of SCAR, including, at the October 16<sup>th</sup> meeting, requests to: (i) clarify the purpose and objectives of the Institute, particularly with respect to what would be accomplished by the amalgamation of the NMU, the MFN CAHR, and CAHE; (ii) clarify the structure of the academic unit, including the relationship of the constituent units to the Institute, in terms of administration and governance; (iii) distinguish between administrative positions in the Institute and members; and (iv) explain how the various sources of revenue would be amalgamated or administered under the Institute, including whether the constituent units or the Institute would have responsibility for salaries for administrative staff.

### **Recommendation**

The ad hoc Committee of the Senate Committee on Academic Review recommends:

**THAT the Senate Committee on Academic Review endorse a proposal to establish the Indigenous Institute for Health and Healing, for a period of five years, with continuation subject to a review process.**

Respectfully submitted,

Acting Dean Todd Mondor, Chair  
ad hoc Committee of the Senate Committee on Academic Review



March 24, 2016

**To:** Jeff Leclerc, University Secretary  
**From:** Joanne C. Keselman, Provost and Vice-President (Academic)  
**Subject:** Indigenous Institute of Health and Healing

Attached please find a proposal to establish an Indigenous Institute of Health and Healing. This proposal has been endorsed by the Faculty of Health Sciences Executive Council and has the strong support of the Dean and Vice-Provost Faculty of Health Sciences, as indicated in the attached letter from Dr. Brian Postl.

As indicated in the proposal, the Institute will serve as a mechanism to strengthen, coordinate and facilitate a broad range of educational activities in Indigenous Health. The proposal brings together three former units that have expertise in research, education and training, and health service delivery in the realm of Indigenous Health. The three units/centers include the **J. A. Hilde Northern Medical Unit (NMU)**, the **Manitoba First Nations Centre for Aboriginal Health Research (MFN CAHR)** and the **Centre for Aboriginal Health Education (CAHE)**. As the proposal states, "The proposed creation of the **Indigenous Institute of Health and Healing** at the level of the Faculty of Health Sciences will provide opportunities to support the Colleges of Nursing, Dentistry, Pharmacy and Rehabilitation Sciences as well as the College of Medicine. This will be of particular relevance and benefit in many activities but currently:

- when developing Inter-Professional Education opportunities through distributed medical education sites with a specific focus on Indigenous Health;
- with the development of partnership based research projects; and
- with the focus on Indigenous Health as a longitudinal course throughout the four years of medical school and more emphasis on Indigenous Health in all health professional curricula."

The proposed Institute will facilitate the University's leadership role in future developments with respect to education in Indigenous Health and is in keeping with the strategic plan and our strong focus on Indigenous achievement.

According to University policy, academic centres/institutes are expected to:

- (1) have clearly identified goals and objectives;
- (2) have some degree of permanence, transcending collaboration on a particular, limited project/program;

- (3) bring together educators from different disciplines and/or areas of specialization within a particular discipline;
- (4) attract visiting professors and other educators; and
- (5) cooperate with educators at other universities and/or institutions.

The proposed Indigenous Institute of Health and Healing satisfies all of the above requirements.

I am in full support of the proposal from the Faculty of Health Sciences and request that you present it to the Senate Committee on Academic Review for consideration and recommendation to Senate and, in turn, the Board of Governors.

If you have any questions or concerns, please do not hesitate to contact me. Thank you.

Enclosure

cc: Dr. Brian Postl, Dean and Vice-Provost, Faculty of Health Sciences



UNIVERSITY  
OF MANITOBA

Faculty of  
Health Sciences

Faculty of Health Sciences  
230-745 Bannatyne Avenue  
Winnipeg, Manitoba R3E 0J9  
Phone: (204) 789-3485  
brian.postl@umanitoba.ca

March 18, 2016

To Whom it May Concern:

I am writing this letter to support the creation of an Indigenous Institute of Health and Healing within the newly formed Faculty of Health Sciences.

This proposed Institute will ensure the advancement of Indigenous perspectives and scholarly work at the University of Manitoba.

The proposal for an Indigenous Institute of Health and Healing was presented and endorsed by the Faculty Executive Council on January 14, 2016.

Funds that support and sustain the Institute come from several sources; baseline funding is received from the Faculty of Health Sciences (FHS). Some funds are transferred from the Department of Community Health Sciences (see letter of agreement) and other funds consist of long term contracts and grants through Manitoba Health and the Manitoba Government.

If you have any questions, please feel free to contact me.

Sincerely,

Brian Postl, MD  
Dean and Vice Provost, Faculty of Health Sciences



UNIVERSITY  
OF MANITOBA

Rady Faculty of Health Sciences

Max Rady College of Medicine  
Community Health Sciences  
First Nations, Metis and Inuit Health

Proposal for the creation of an  
***Indigenous Institute of Health and Healing***  
*within the*  
***Rady Faculty of Health Sciences***  
as per the  
University of Manitoba's Academic Centres and Institutes Policy

Revised March, 2017

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## 1.0 Background

We are proposing the creation of an **Indigenous Institute of Health and Healing (IIHH)** that will reside within the Rady Faculty of Health Sciences (RFHS) at the University of Manitoba Bannatyne campus. With the amalgamation of three former units that have functioned as three silos operating independently, we are restructuring to form an entity that is a single door entry to expertise in Indigenous Health and Healing with renewed purpose and a mandate to support all five Colleges within the RFHS.

The three units have expertise in research, education and training, and health service delivery in the realm of Indigenous Health. The units currently hold no formally recognized status as units or centers within the Faculty or University. These units are to undergo restructuring into a single entity, the IIHH, with the governing and operational oversight by the IIHH Institute Senior Management team that will include operational directors for each stream. The three current units include:

**J.A. Hildes Northern Medical Unit (NMU):** The J. A. Hildes Northern Medical Unit (NMU) has been a unit of the Max Rady College of Medicine in the Department of Community Health Sciences for more than 45 years. Under the leadership of Dr. J. A. Hildes, the University of Manitoba, in the Max Rady College of Medicine, expanded the service mandate of the university to support the delivery of direct physician services in underserved communities. The program initially began in Churchill, Manitoba and provided local medical services in addition to the outreach medical services to remote communities in the Kivalliq Region of the North West Territories. At the request of government, the NMU has since expanded to providing service in multiple First Nation and some Metis communities in Manitoba. Funding supports are through Federal and Provincial Grants that are renewed annually for the last 47 years, this funding will continue and will be managed by the IIHH Operations.

**Manitoba First Nations Centre for Aboriginal Health Research (MFN CAHR):** In 2001, the University of Manitoba, the Assembly of Manitoba Chiefs, and the Foundations for Health provided funding support to create the Centre for Aboriginal Health Research (CAHR). It replaced a research group, created in 1986 known as the Northern Health Research Unit. CAHR, now known as the Manitoba First Nations Centre for Aboriginal Health Research (MFN CAHR) in 2006, is recognized nationally and internationally. Multiple researchers have formed a Research Network in support of Indigenous Health, and these researchers rely on the Administrative support in the unit to manage their grants. Funding is dependent on the level of successful grants acquired by the Research Network membership and is currently secure.

**The Centre for Aboriginal Health Education (CAHE):** In 2005, following lobbying by Indigenous Medical students and the ACCESS Programs of the Division of Extended Education; the Office of the Dean of Medicine established the Center for Aboriginal Health Education (CAHE). The Centre provides a welcoming and safe place for Indigenous students to seek access to much needed resources and supports. The unit has baseline funding through the former Faculty of Medicine, Department of Community Health Sciences and this funding is transferred to the IIHH for administrative oversight.

The units were situated 'informally' in the former Faculty of Medicine, now Max Rady College of Medicine, Department of Community Health Sciences (CHS) and have provided significant benefits to the Max Rady College of Medicine and CHS in the development of competency in community engagement and cultural safety with Indigenous (First Nations, Metis and Inuit) communities.

They have provided support and expertise for the purposes of strengthening research relationships, supporting the recruitment and retention of Indigenous learners, contributing to education and teaching, and delivering health services in First Nations, Metis and Inuit communities. The ability to develop teaching and clinical training opportunities as well as the development of capacity in community-based and participatory research projects have been enhanced through the health service delivery mandate of the Max Rady College of Medicine, and has been supported through our relationships with the communities and government organizations.

Prior to the formation of the Rady Faculty of Health Sciences, the three units came together as a **Section of First Nations, Metis and Inuit Health within the Department of Community Health Sciences (CHS)** in the former

Faculty of Medicine. The establishment of the Rady Faculty of Health Sciences, and the Office of the Vice Dean, Indigenous provided an opportunity to further develop the community and academic partnership relationships through the creation of an Indigenous Institute of Health and Healing.

With the amalgamation of the three units into one structure as the IIHH within the RFHS, **the current Section of First Nations, Metis and Inuit Health is dissolved as an entity within the Department of Community Health Sciences.**

### Opportunities:

The proposed creation of the **Indigenous Institute of Health and Healing (IIHH)** at the level of the Rady Faculty of Health Sciences will provide a single doorway to expertise and knowledge in Indigenous Health and Healing for the RFHS and the entire University of Manitoba. Specifically, it will provide opportunities to support the Colleges of Nursing, Dentistry, Pharmacy and Rehabilitation Sciences as well as the Max Rady College of Medicine in this field. This will be of particular relevance and benefit in many activities but currently:

- when developing Inter-Professional Education opportunities through distributed medical education sites with a specific focus on Indigenous Health;
- with the development of capacity in partnership based research projects; and
- with the focus on Indigenous Health as a longitudinal course throughout the four years of medical school and more emphasis on Indigenous Health in all health professional curricula
- potential partnerships within the university for interdisciplinary policy electives – Indigenous Health and the Law, Indigenous Health and Education, etc.

Creating the Indigenous Institute of Health and Healing (IIHH) will enhance the ability of the University to support the development of service partnerships furthering opportunities for independence, autonomy and authority in the First Nations, Metis and Inuit communities. Inter-professional education opportunities in Indigenous Health will be enhanced, and opportunities for Inter-disciplinary policy electives will be explored.

The Indigenous Institute of Health and Healing will foster authentic engagement and relationship building in the development of research partnerships and platforms; and it will actively engage in the utilization of Indigenous knowledge for evidence and best practice development in curriculum, clinical skills, research skills and knowledge sharing.

## 2.0 Contents of Proposal

### 2.1 Name of the Academic Centre / Institute

The formal name of record of the proposed Institute will be the **Indigenous Institute of Health and Healing.**

The Ojibway name brought forward by Ojibwe Elders following ceremony is '**Ongomiizwin**' – translated as '**Clearing a Path for Generations to Come**', consistent with the work of the current unit structures and with the vision and mission of the proposed Indigenous Institute of Health and Healing.

It is the intent to enter into ceremony with Elders for the name to be recognized in Cree, Dakota, Dene, Oji-Cree, Michif, French and Inuktitut while remaining within the University brand.

## 2.2 Description of, and Justification for, the Creation of an Institute of Indigenous Health and Healing (IIHH) in the Rady Faculty of Health Sciences (RFHS)

We are proposing the establishment of an **Indigenous Institute of Health and Healing (IIHH)** within the newly formed Rady Faculty of Health Sciences (RFHS).

The proposed Academic Institute will ensure:

- the **advancement of Indigenous perspectives and scholarly work at the University of Manitoba**
- the development of **productive partnerships** resulting in health care models, **excellence in student support and Indigenous health education**, and **community based health research** with First Nations, Metis, Inuit and Indigenous communities<sup>1</sup>
- support for the **continued development of health care, health research, and education models that are reflective of Indigenous values and perspectives** through our commitment to **knowledge translation** in the Indigenous community and in the academic community

The establishment of an **Indigenous Institute of Health and Healing (IIHH)** will meet all of the requirements of an academic institute through our efforts to strengthen, coordinate and facilitate educational, research and clinical training, and service model delivery in Indigenous Health. We believe that we meet the criteria for the establishment of an academic institute within the University of Manitoba. As an Institute, we follow the policies and procedures of the University. We have received the support of the Dean of the Rady Faculty of Health Sciences, and the Deans of the Colleges of the RFHS for the proposed creation of the IIHH.

Our relationships with provincial, national and international colleagues are well established, and collaborative projects and activities support our focus on Indigenous Health. Our international efforts and current international project and mentorship grants have identified opportunities for knowledge sharing and information sharing that will be of benefit to the University at large in the field of Indigenous Health.

We are financially secure, with a majority of our funding from external sources to conduct our activities. We have an established Advisory Committee, established to guide the work of the former Section of First Nations, Metis and Inuit Health, and are proposing that this Advisory fulfill this role with the addition of new members from other educational sectors to further support our work on cultural safety in the academic sector. Finally, the Objectives of the IIHH and the Relationship to the U of M Strategic Plan clearly highlight the process by which we will support the goals of the University in their realm.

Currently three existing units function as three silos operating independently. The re-structuring of these three existing units will result in the transfer of the existing staff, and the existing resources of the three units under the governance oversight and administrative direction of the IIHH. The Institute governance model providing administrative and governance oversight for this centralized unit will include the directors responsible for operations for the three streams of activity (see Figure 1).

In addition to the RFHS, the IIHH will be a resource at the university level in sharing access to expertise in Indigenous issues. This IIHH, as a central strong entity administered within the Faculty, will support the RFHS Colleges in the development of productive partnerships resulting in health care models, excellence in student support and Indigenous health education, and community based health research with First Nations, Metis, Inuit and Indigenous communities<sup>1</sup>. Indigenizing the academic space through the establishment of culturally safe spaces inside the bricks and mortar of academia is enhanced by the development of a Traditional Medical Garden on campus and support of all activities by our Elders.

Our community engagement relationships, student mentorship programs, and international Indigenous education and research linkages will facilitate the establishment of a unique Institute with a governance and administrative model that focuses on Faculty Level activity and will support the Colleges, and some high level support to the entire University of Manitoba as well as our Indigenous communities.

While the Institute will be physically located at the Bannatyne Campus in the RFHS, we will continue to participate in activities and opportunities in Indigenous Health that cross many disciplines, departments and faculties at the University of Manitoba.

### 2.2.1 Vision, Mission, Mandate, Objectives/Principles and Relationship to the U of M Strategic Plan

The vision, mission and mandate for the proposed Institute are focused on the activities and strategies that can support the Faculty (RFHS) and the University in advocating for those aspects of Indigenous self-determination and community engagement that will enhance collaboration and support the University goal for Indigenous achievement and success.

**Vision:** A world where First Nations, Metis and Inuit communities hold the power to create opportunity for themselves and others

**Mission:** To honor relationships, inspire minds, and contribute to the health and well-being of First Nations, Metis and Inuit children, families and communities.

**Mandate:** To provide leadership and advance excellence: in research, education and health systems innovation to achieve the full potential of health and wellness for First Nations, Metis and Inuit Peoples.

*We do this with continual guidance from our communities, knowledge keepers, elders and our ancestors; and in alignment with the university's strategic plan and its goal of Indigenous achievement and the Rady Faculty of Health Sciences priority focus on Indigenous Health.*

#### Objectives / Principles

The creation of an Indigenous Institute of Health and Healing at the University of Manitoba, Rady Faculty of Health Sciences will build on the planning and development of Indigenous Achievement and Success for objectives and principles currently underway. We have expanded our initial objectives to include actions that are reflective of the recommendations of the *Truth and Reconciliation Commission (2015)*.

We join other Centers within the University of Manitoba, such as the National Centre for Truth and Reconciliation and the Centre for Global Health, Dept of Community Health Sciences, in supporting research, education and training, and health and social structures that support Indigenous equity and empowerment. The Objectives of the IIHH are reflective of our commitment to address issues through current expertise and we anticipate that the restructuring to an Institute will strengthen our ability to meet our objectives.

#### *Organizational Principles:*

Organizational principles are designed to help guide structures/businesses/organizations to meet the needs of the people they serve or service.

The primary purpose of the proposed Indigenous Institute of Health and Healing is to:

- *provide service that meets the health needs of a diverse Indigenous community and culture in Manitoba and Nunavut and*
- *to support the University in Indigenous Achievement and Success.*

We will build and support the organizational culture of the IIHH by incorporating Indigenous values, in partnership with the Executive Lead, Indigenous Achievement and other Faculties, to build capacity within the academic environment that will increase the potential for Indigenous Achievement.

**Objectives: In the realm of Indigenous Health and Education, the IIHH will endeavor:**

1. To promote the continued development of nationally and internationally recognized Indigenous programs and partnerships at the University of Manitoba,
2. To advise the University of Manitoba, RFHS and affiliated Colleges on issues of relevance for First Nations, Metis and Inuit communities and priorities in health service delivery, in education and training, and in research.
3. To provide support for Indigenous Achievement through leadership within the RFHS
4. To take a leadership role in supporting and assisting in the development of comprehensive, high-quality models of health service delivery for First Nations, Metis and Inuit communities.
5. To provide mentorship opportunities to support First Nation, Métis, and Inuit students, community and university-based researchers and service providers in achieving their goals in health professional studies, clinical service, academic service, and research.
6. To promote and support Indigenous health research that addresses the needs of First Nations, Métis, Inuit, and Indigenous<sup>1</sup> communities.
7. To support and advise First Nations, Métis, Inuit, and Indigenous governments and organizations on health policy issues based on the best available knowledge, experience, and research evidence as required.
8. To facilitate communication and knowledge sharing concerning: Indigenous health and Indigenous health education development nationally and internationally.
9. To facilitate skill development in the RFHS in engaging with First Nations, Metis and Inuit communities, bi-directional knowledge exchange, and provision of high quality, culturally safe health professional education and clinical service delivery.

**Relationship to U of M Strategic Plan**

The vision, mission, mandate and objectives of ‘the Institute - IIHH’ listed above directly support the strategic priority areas identified in the latest **University of Manitoba Strategic Plan**<sup>2</sup> as follows:

**Inspiring Minds: The creation of an Indigenous Institute of Health and Healing**

- *The advancement of Indigenous perspectives, scholarly work, and other creative activities are fundamental to our aim to support and develop productive partnerships in the development of health care models and community-based health research with First Nations, Metis, Inuit, and/or Indigenous communities. All planning, development, and current activities, including the governance structure of IIHH are guided by the communities, the knowledge keepers and the elders, as indicated. This allows the assurance that we have support from our community and are confident in our ability to achieve the goals of the above statement.*
- *The IIHH encourages, supports and actively pursues the recruitment of First Nations, Metis, Inuit and/or Indigenous students, researchers, and faculty members*

**Driving Discovery: Enhanced opportunities for community based research navigation and development**

<sup>1</sup> In circumpolar countries, Australia, New Zealand, the United States, Latin America and beyond.

<sup>2</sup> Office of the President. 2015. "Taking Our Place: University of Manitoba Strategic Plan 2015-2020". Winnipeg, University of Manitoba. <http://umanitoba.ca/admin/president/strategic-plan-index.html>.

- Given our team's expertise in *partnership-based research, education and training, and clinical health service delivery with First Nations, Metis, Inuit, and/or Indigenous communities*; students, learners and new faculty members will gain valuable understanding regarding key issues facing Indigenous communities as well as the importance and contributions of Indigenous peoples in Manitoba, Canada, and the world.

### **Creating Pathways: Developing a full range of resources in Indigenous Health and for Indigenous students for all Colleges within the Rady Faculty of Health Sciences**

- *The IIHH operates an extensive student mentorship program in all areas of research, student support and physician leadership and this helps to foster the development of interest and expertise in First Nations, Metis and Inuit health research, education and service delivery.*
- The IIHH leadership and directors maintain relationships with Indigenous communities and with a cadre of faculty mentors who are committed to support First Nations, Métis, Inuit students interested in graduate and clinical work, and in all students interested in collaborative First Nations, Métis and Inuit health research, education and health service delivery.

### **Forging Connections:**

- *The IIHH offers international linkages through our International Indigenous Academic Health Network jointly funded by the Office of International Affairs and the Rady Faculty of Health Sciences, Max Rady College of Medicine that offers student and faculty exchange programs with a focus on Indigenous Health. We recently acquired a scholarship program funded by the Canadian Queen Elizabeth II Diamond Jubilee Scholarships offers Canadian students the opportunity to undertake clinical training and research in commonwealth countries for a minimum period of 3 months. We will grant 75 such scholarships over the next 4 years.*
- *The IIHH encourages our members to continue international collaborations and publications in high quality peer-reviewed journals and conferences, raising the profile of partnership-based First Nations, Metis, Inuit and/or Indigenous health research in general and IIHH and the University of Manitoba in particular.*
  - *The collective efforts of the Faculty and Institute members and our Indigenous community partners have resulted in the document 'A Framework Agreement for Research Engagement with First Nations, Metis and Inuit Communities' to facilitate collaborative relationships with Indigenous communities*
- *The IIHH remains committed to Knowledge Translation and to the integration of First Nations, Metis, Inuit and/or Indigenous knowledge into models of health service delivery and health research practices. To this end, we encourage our members to continue to publish their work nationally and internationally in addition to presenting research at national and international conferences.*

### **Building Community: The development of an Indigenous Traditional Medicine Garden will benefit all staff and students of all Colleges at the Bannatyne Campus.**

In summary, through all of our activities, *the IIHH remains centrally committed to building and maintaining productive and respectful partnership-based relationships with First Nations, Metis, Inuit and/or Indigenous communities, to recruiting Indigenous students and scholars, to providing effective support and mentorship, and to sharing and building knowledge internationally. As such, the Institute is uniquely suited to foster and promote the aims of the University of Manitoba as outlined in the Strategic Plan (2015-2020).*

## 2.2.2 Scope and Activities of the Institute

The scope of work of the IIHH will include collaboration that meets the requirements of the University in the pillars of research, education and service, and will continue to foster partnerships and relationships with all interested Faculties at the University of Manitoba.

At the central level of the Institute, the scope and activities envisaged are identified below:

**Table 1: Scope and Activities of the IIHH**

<p><b>Collaborative partnership building</b></p>	<p>To continue the work of establishing collaborative partnerships with University Faculties and with First Nations, Metis and Inuit communities for the purposes of developing enhanced programming, partnership based research and service delivery models, and informing the education of future health professions</p> <p>National collaboration to be well informed of best practices in Indigenous Health and promotion of successful collaboration outcomes supporting Indigenous students and faculty</p>
<p><b>Excellence in teaching</b></p>	<p>Institute faculty will support and guide the development and implementation, on request and where applicable, of Indigenous Health content into curriculum</p> <p>Focus training of future generations in Inter-Professional Education and Practice in partnership with Indigenous communities</p> <p>Within the Institute, a focus on teaching will include the facilitation of enhanced Indigenous student mentorship</p> <p>Improve Indigenous patient engagement in health care delivery</p> <p>Enhance cultural safety and communication skills</p> <p>Increase cultural safety and anti-racism education and health research</p>
<p><b>Advancing scientific achievement through innovation and research</b></p>	<p>Collaborative research efforts and opportunities with flexible programs for students</p> <p>Focus on social action through liaison and community access to experts</p>
<p><b>Addressing the needs of the Indigenous populations from a social accountability perspective respecting Treaty, constitutional and international rights</b></p>	<p>Enhanced opportunities for community outreach and service, working with communities to enhance pipeline program outcomes</p> <p>Support University efforts in training future generations of Indigenous health care professionals</p> <p>Address equity issues for Indigenous learners and patients</p> <p>Lead the collaborative development of Rady Faculty of Health Sciences specific Indigenous health related goals</p> <p>Advocate broadly to address health inequities affecting Indigenous communities</p>
<p><b>Development of a safe and equitable workplace and learning environment</b></p>	<p>Communicate Institute Triumphs</p> <p>Ensure concepts of anti-racism (cultural safety and cultural competency) are included in policy and curriculum</p> <p>Recruit and retain faculty with experience and expertise in Indigenous Health and Indigenous Health Research</p> <p>Work collaboratively with Office of Human Rights and Conflict Management to support Indigenous staff, faculty and students</p> <p>Increase cultural safety and anti-racism education and health research</p>

Historically, we have worked closely with the Office of the Executive Lead, Indigenous Achievement, with Kinesiology, Social Work, Extended Education, Education, Arts and Sciences on research projects, committee work or environmental scans. We have also collaborated with other Faculties such as Law and with programs in Extended Education and Student Affairs such as the ACCESS Programs, Aboriginal Focus Programs and others in raising awareness of Indigenous issues and building resource base for Indigenous Achievement.

### 2.2.3 Benefits and Opportunities

The most significant benefit of the creation of an ***Indigenous Institute of Health and Healing*** will be the establishment of a **single doorway to access Indigenous Health expertise at the Bannatyne Campus in RFHS**, in collaboration with established partnerships / relationships with Faculties at the Fort Garry Campus. At the IIHH, **a dedicated team of Indigenous and non-Indigenous faculty, staff and students will support the advancement of Indigenous perspectives, scholarly work and activities** that are fundamental in supporting and developing these partnerships at the academic and Indigenous community levels.

Opportunities provided by having an IIHH include a **comprehensive approach to Indigenous health, to traditional healing practices, to the teachings of our Elders and Knowledge Keepers**, as well as valuable education opportunities **through inter-professional education sessions, electives in communities, service learning opportunities, rounds and lectures and clinical skills development**. Given the need for comprehensive training sites, **engagement with First Nations, Metis and Inuit communities will provide opportunities for Inter-professional education case studies, community based research and the development of service models for health care delivery**.

An Institute Council - similar to other Department Councils - will be developed where all members would have an opportunity to meet, discuss, and participate in decision-making around Institute priorities and programs. Individuals will apply to become members by submission of a cover letter and CV to the Head of the IIHH as will be discussed later in the proposal.

With access to the expertise of faculty and staff of the IIHH, Health Care learners and new faculty members will gain valuable understanding of Indigenous historical and contemporary issues, will gain an understanding of key issues facing Indigenous communities as well as the importance and contributions of Indigenous peoples in Manitoba, Canada, and the world.

The IIHH Institute leadership and directors maintain relationships with Indigenous communities and with a cadre of faculty mentors who are committed to support First Nations, Métis, Inuit students interested in graduate and clinical work, and in all students interested in collaborative First Nations, Métis and Inuit health research, education and health service delivery.

Peer supports for student members will include access to Indigenous scholars or scholars with expertise in Indigenous Health in the same or supportive programs, and provides an early introduction to the benefits of inter professional education and practice.

The proposed IIHH has ongoing relationships with Fort Garry's Migizii Agamaik and the Office of the Executive Lead for Indigenous Achievement and we are able to collaborate on celebrating our Indigenous students, mentors. With our Elders and Knowledge Keepers, we are able to support each other and to raise awareness of the rich culture, traditions and values of Indigenous Peoples' in Canada.

## 3.0 Constitution

### 3.1 Organization and Governance

In general, the work of the IIHH is informed by the principles of collaboration, integration and innovation. The principles for collaboration are consistent with the principles of engagement for any collaborative or participatory project, and articulate the relevance of relationships, respect, trust and joint priority setting.

The IIHH will ensure that there are efficiencies of scale in the administrative functions and an enhanced awareness of the expertise in Indigenous Health in the RFHS.

The organization and governance of the University of Manitoba is well defined; and has identified, as a strategic priority, the need for enhanced opportunities for Indigenous Achievement and Success. To accomplish this goal, the University requires the expertise of human and operational resources that have proven a sustainable resource over successive years. Capacity in Indigenous issues exists throughout many faculties of the University of Manitoba, and specifically Indigenous Health exists within the RFHS. The IIHH is well placed to enhance existing opportunities in the Colleges, and to support the development of new and innovative methods of collaboration and integration of Indigenous health research, education and service delivery for the RFHS.

#### *Organizational and Governance Principles*

The organizational and governance principles for the IIHH are respectful of the guidance expectations of the University of Manitoba governance model and those of our Indigenous community.

1. Recognition that relationship is central to meaningful and authentic engagement with First Nation, Metis, and Inuit Peoples.
2. Shared respect, trust, and commitment to mutually empowered long-term relationships.
3. Acknowledgement of the Inherent rights of First Nation, Metis, and Inuit Peoples; the Treaty rights of First Nation Peoples; and the diversity and distinct identities, histories, cultures, languages, geographies between First Nation, Metis, and Inuit Peoples.
4. Within the relationships and engagements there will be shared authority, responsibility, and accountability.
5. Address the priorities and needs of First Nation, Metis, and Inuit Peoples, and the University.

#### 3.1.1 Organizational Structure

As of April 2015, the proposed IIHH was identified as a potential entity within the RFHS at the University of Manitoba. This is reflective of a recognition of the critical value that the IIHH will bring to the RFHS and ultimately to the university overall (see Figure 1, below).

The IIHH will assume responsibility for the administration, financial management, leadership and management structures, reviewing applications for and identifying membership for the Institute, supporting inter-professional education, supporting inter-disciplinary policy electives, supporting international Indigenous exchange programs, and coordinating the activities of the specific units / streams of activity in the IIHH.

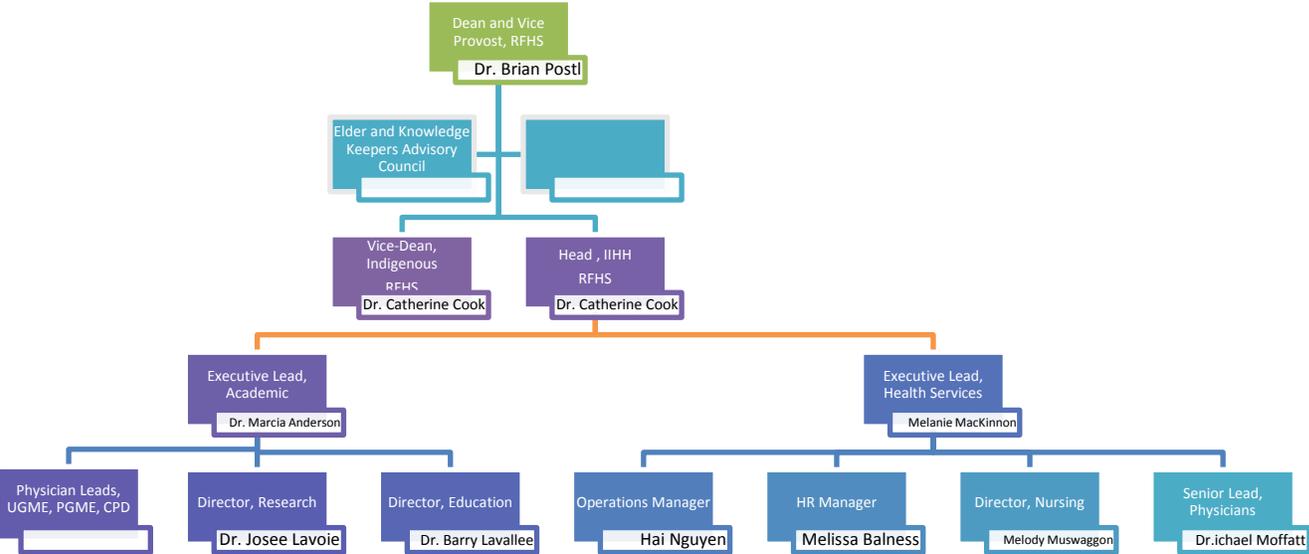
The organization structure recognizes that the **Vice Dean, Indigenous** reports directly to the Dean and Vice Provost of the RFHS. The Vice-Dean is a leadership and academic role within the Faculty and is responsible for leading those initiatives that will support the development of a comprehensive strategy and operational entity responsible for Indigenous Health in the RFHS. It is proposed that the role of a **Head of the IIHH** be established as the Leadership and Administrative Management for the IIHH, with the Executive Lead, Academics and the Executive Lead, Health Services as Direct Reports to the Head. The Vice Dean, Indigenous will assume the role of Head, IIHH

and take a leadership role in further defining the roles and responsibilities of the Head of the IIHH to be consistent with University structure.

*We recommend to the RFHS leadership continue with one individual filling both the role of Vice Dean, Indigenous and the Head of the IIHH on a go forward basis.*

**Figure 1: Rady Faculty of Health Sciences, Indigenous Institute of Health and Healing, Organization Chart**

**Rady Faculty of Health Sciences - Indigenous**



It is anticipated that, in future, the Head of the IIHH will be appointed by the Dean of the Faculty and that the appointment be consistent with the policies and procedures for the appointment of the Vice and Associate Deans in Faculties. The process for appointment will be determined and approved by the Deans Council of the RFHS.

**Executive Lead, Academics:** Direct Reports include the Colleges Lead, the Director, Research (formerly Director of MFN CAHR); the Director, Students and Education (formerly the Director of CAHE). This position is responsible for all of the functions specific to academia, including the UGME, PGME and CPD liaison including student and student

resource issues, curriculum, research platform development with Indigenous communities, and support for the initiatives of the Colleges specific to academic issues.

**Executive Lead, Health Services:** Direct Reports include the operational elements of the IIHH, and include the Operations Manager; the Senior Lead, Physicians; the Director, Nursing Programs; the Directors and Physician Leads of the Clinical Programs. This position is responsible for all operational functions, including the high level negotiation with governments and Indigenous communities that are required for service delivery models in health care.

### 3.1.2 Leadership of the Indigenous Institute of Health and Healing (IIHH)

All Leadership positions are currently employees or GFTs of the RFHS and the IIHH will not require hiring of additional staff.

The current leadership of the IIHH includes:

- Elders – in – Residence - Margaret Lavallee & Mary Wilson
- Vice Dean, Indigenous, Rady Faculty of Health Sciences and Head, IIHH - Dr. Catherine Cook
- Executive Lead, Academics - Dr. Marcia Anderson Decoteau
- Executive Lead, Health Services - Melanie MacKinnon BN
- Director, Research - Dr. Josée Lavoie
- Director, Education and Student Support - Dr. Barry Lavallee
- Director, Indigenous Health Integrations (Colleges Liaison and Lead for the RFHS) – Debra Beach Ducharme
- College Leads Advisory Council members - Max Rady College of Medicine – currently Dr. Catherine Cook and Dr. Ian Jones, PA Program; College of Nursing – Terri Ashcroft; College of Pharmacy – Nancy Kleiman; College of Dentistry – Dr. Bob Schroth; College of Rehabilitation Sciences – Leanne LeClair
- Program Managers - Operations Manager – Hai Nguyen; Director, Nursing Programs – Melody Muswaggon; Curriculum Renewal – Linda Diffey; Senior Lead, Student Affairs – Kimberley Hart

### 3.1.3 Membership of the Indigenous Institute of Health and Healing (IIHH) See Section 5.0 Membership

#### 3.1.4 Current Relationships

The Institute is fortunate in that the current units have had a history of establishing working relationships with multiple partners, both within the University and at the Community level. These relationships have evolved to best suit the anticipated partnership deliverables.

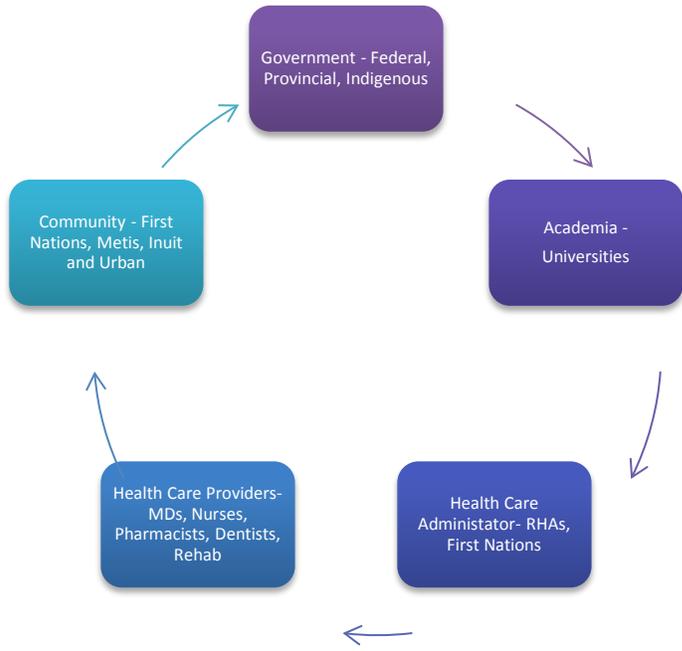
The Institute members have an extensive network and relationships at multiple levels throughout the University.

#### 3.1.4.1 Partnership Development between the University (Rady Faculty of Health Sciences, Indigenous Institute of Health and Healing) and the Indigenous Communities

The Indigenous Institute of Health and Healing Centres have had long standing relationships with Indigenous communities. The depth of the relationships through community engagement or involvement is dependent on two issues: the funding arrangements between the university and the Indigenous organization; and on the

partnership relationship that has evolved based on the autonomy of the Indigenous organizations and the mandate of the University units or departments.

**Figure 2: Towards a Strong Partnership for the development of Health Systems that meet the needs of Community (adapted from Boelen, C. Towards Unity in Health. 2000)**



### Indigenous Organizations and Communities

The *Assembly of Manitoba Chiefs (AMC)* has been a strong partner in the development of research partnerships, sharing of knowledge for health care planning and the delivery of some direct services in the realm of health promotion and disease prevention. The recent formation of the *Manitoba First Nations Health and Social Secretariat of Manitoba (FNHSSM)* has established a strong policy arm for the First Nations that will support not only the political networks through data sharing and analysis, but the development of direct health service delivery models for First Nations in Manitoba.

Solid relationships with the *Manitoba Metis Federation (MMF)* through its Department of Health and Wellness have allowed the development of several initiatives and projects, including a joint responsibility for the delivery of the International Conference of Indigenous Health Knowledge Development Conference here in Winnipeg in October of 2014. The partnership with MMF allowed the opportunity for the University and MFN CAHR to jointly plan and deliver the Conference with the Manitoba Network Environment for Aboriginal Health Research (NEAHR) as partner.

The *Manitoba Inuit Association (MIA)* represents less than one thousand Inuit who have relocated to Manitoba from Nunavut and has primarily a policy analysis function in the province; however, also functions as an advocacy unit for the 15,000 Inuit who seek healthcare and other services in Winnipeg that are not currently available in the Kivalliq region of Nunavut. Through the established Board of Directors of the MIA supports the research project partnerships and advocates for equity in health and social supports for urban Inuit.

All three organizations participated actively in the development of a recent companion document for the Office of Research, entitled *A Framework for Research Engagement with First Nations, Metis and Inuit Communities*.

## 4.0 Management

As per the Organization Structure identified in Section 3, the Vice Dean, Indigenous / Head of the Indigenous Institute of Health and Healing reports to the Dean and Vice Provost of the Rady Faculty of Health Sciences.

Financial responsibility for the Institute is vested in the Vice Dean, Indigenous.

## 5.0 Proposed Membership

**Health and Healing includes collaboration and integration of all aspects of the physical, spiritual, intellectual and emotional aspects of an individual. The health colleges alone cannot address this continuum and, as such, members of the entire University community are invited, and encouraged to become members of the Institute.**

Our initial membership has been identified in 3.3.1, and the cv's of the leadership / membership were included in [the initial document – CV's of Leadership](#). A critical component in establishing the categories, levels and criteria for membership was the need to have a consultation process that engages our Indigenous community as well as our academic community. Initial discussions with our academic colleagues indicates that members should identify how they will support and enhance the work of the Indigenous Institute of Health and Healing and the University of Manitoba overall.

**A document identifying clear procedures for appointing members to the Institute will be developed and provided to the Deans Council, RFHS for approval within six to twelve months and will include guidelines on how members of the University community can interact with the Institute.** We will continue to work on the membership categories through our Committee structures and through the processes identified in 3.1.2 and 3.1.4.

Specific to the current groups of the IHH, the work of the IHH and its Leadership is supported by the membership of the NMU Physician Leadership and Nursing groups specific to health service delivery, by the membership of the Indigenous health research community through the activities in MFN CAHR, and by the mentorship of the Indigenous student and education teams through the membership of the CAHE.

Additional memberships include groups and individuals that will participate on committees, in working groups, task forces, and ad hoc committees or projects to address specific issues. A summary of the current relationships and partnerships identify potential members for the group work required.

There is an established process for acquiring membership in the former Manitoba First Nations Centre for Aboriginal Health Research (MFN CAHR) and the Centre for Aboriginal Health Education (CAHE).

Members of the university community may apply to become members of the Institute by submission of a cover letter and CV to the Head of the Institute and a Membership Review Committee. The Cover Letter will detail why the individual wants to be a member and what they will contribute. Specifically, this may include research, student mentorship, or teaching. New applications for members will then be circulated to the Institute Council and will be approved with a majority of the Institute Council in favor.

The membership of the Institute will include representatives from our current partnerships and a summary of those relationships and partnerships follows.

### 5.1 Academic membership / affiliation in the Indigenous Institute of Health and Healing, Rady Faculty of Health Science

### 5.2 Academic Membership / Affiliations – Criteria and Process for application

The Indigenous Institute of Health and Healing will seek a process for academic membership or affiliation within *the Rady Faculty of Health Sciences* as indicated above. The intent is for the membership / affiliation to be viewed as complementary to the current process for appointment within the respective Departments in the Colleges of Medicine, Nursing, Pharmacy, Dentistry and Rehabilitation Sciences.

It is our intent to build a cadre of affiliated faculty and staff in support of Indigenous Health. This will include members from all departments in the Colleges of the FHS and those in other Faculties (ie Kinesiology, Social Work, etc.) that may have collaborative partnerships or research collaborations with the initial members of the Institute.

It is our intent to utilize current university guidelines. We will seek guidance to establish and highlight the process for membership /affiliation within the Rady Faculty of Health Sciences and within the IIHH, consistent with current Academic Guidelines.

In addition to the Academic membership and affiliation process for the Institute, our relationship with University faculty, staff, peers and student learners provides an opportunity to enhance those relationships through membership in our Research and Education streams.

### **5.3 Privileges and Responsibilities of Membership**

The privileges of membership include access to and engagement with colleagues with expertise in Indigenous Health, access to peer mentors in Indigenous Health and opportunities for teaching and administrative roles that will support and enhance academic career development through engagement in Indigenous Health education, research, community engagement and / or health service delivery in Indigenous communities.

The responsibilities of membership are consistent with those responsibilities of host departments or faculties throughout the university environment. It is expected that members will support peer, graduate and undergraduate student mentorship; and a requirement to participate in teaching that illustrates the expertise that individuals bring to the realm of Indigenous Health.

Participation as an engaged member in an Indigenous Institute Council will be expected to ensure active engagement in the policy and operational issues that will enhance opportunities for faculty, staff and student in Indigenous Health. This will include recognition and awareness of gaps in resources and supports, and the development of interventions or actions that can assist in addressing those gaps.

## **6.0 Physical Resources**

The Physical Resources associated with the Institute are all located on the University of Manitoba Bannatyne Campus

Ultimately, we have assurance that the Indigenous Institute of Health and Healing will be re-located as a unit to the 'new building' anticipated in several years. Currently, all of the components of the Indigenous Institute of Health and Healing are housed in a variety of locations on Bannatyne Campus.

The Vice Dean, Indigenous and the Executive Lead, Academic, are situated at P122 – 771 Bannatyne Ave.

The Colleges Lead and Liaison (Director of Indigenous Health Integration) is situated in S206, 771 Bannatyne Ave.

The Executive Lead, Health Services and the staff and operational service components of the J. A. Hildes Northern Medical Unit (NMU) are currently on the sixth (6<sup>th</sup>) floor in the Basic Medical Sciences Building at Bannatyne Campus. The NMU was formerly situated in the T Block at T162 on McDermot Ave which is currently under demolition.

The former MFN CAHR occupies 2500 sq. ft. of research space on the seventh floor of the Buhler Research Centre. MFN CAHR was established through the support of the Assembly of Manitoba Chiefs, which lobbied federal departments to secure a generous contribution to the Foundations for Health fundraising campaign. A 2001 infrastructure development grant from the Canadian Foundation for Innovation and the Province of Manitoba also facilitated in the development of MFN CAHR.

CAHE has relocated to S206 Basic Sciences Building as of December, 2016.

On site at the Bannatyne Campus, we are in the process of finalizing the development of the *Traditional Indigenous Medicine Garden*. The outdoor classrooms and extensive knowledge sharing of our Elders regarding the medicines in the garden will support teaching and learning opportunities for all Colleges within the Faculty, and in particular, the current Electives offered at the Max Rady College of Medicine.

The Garden has been a collaborative effort between the Office of the Vice Dean, Indigenous, Rady Faculty of Health Sciences, and the Office of the Executive Lead, Indigenous Achievement, Central Administration.

**Future Requirements:** IIHH has engaged in the planning for future space requirements to be included in the overall plans for Bannatyne Campus. Indigenous Health space requirements have been considered when developing plans for the new building at the campus. We have been assured that the planning for the new building includes space for the Indigenous Institute of Health and Healing (IIHH).

As we complete our strategic and annual plans, we will seek funding for research through grant applications, funding for program development through strategic calls for proposals from provincial and federal governments, and will apply to the Faculty for permission to seek funding from external Foundations and other funding agencies for any innovative growth in Indigenous Health education and service delivery.

## 7.0 Financial Resources

### 7.1 Financial Narrative

Although, the Indigenous Institute of Health and Healing will not be baseline funded, sustainable and long-term revenue is allocated from existing funding sources and includes:

- i) The Service Purchase Agreement (SPA) between the University of Manitoba, College of Medicine and Manitoba Health Seniors and Active Living (MHSAL), in the annual amount of \$800,000. This is to meet the deliverables set out in the SPA to improve and enhance Indigenous health.
- ii) The Department of Community Health Sciences, Northern Medical Unit Overhead Fund, in the annual amount of \$200,000.

To facilitate the amalgamation of the Institute and its constituent units, a new Organization hierarchy will be created under the Faculty of Health Sciences. The Institute will be assigned a new five digit Organization code (predecessor code) while the NMU, Centre for Aboriginal Health Education, and the Manitoba First Nations Centre for Aboriginal Health Research will be assigned its respective six digit Organization that will fall under the Institute's predecessor code.

The Indigenous Institute of Health and Healing has expenditures consisting of salary expenses and operational expenses. Staff positions funded by the Institute and its constituent unit's budget are shown below:

Position	Funding Source
Elders - in - Residence - Margaret Lavallee & Mary Wilson	IIHH
Vice Dean, Indigenous, Rady Faculty of Health Sciences and Head, IIHH - Dr. Catherine Cook	College of Medicine - Baseline funded
Executive Lead, Academics - Dr. Marcia Anderson Decoteau	IIHH
Executive Lead, Health Services - Melanie MacKinnon BN	Northern Medical Unit
Senior Lead, Physicians – Dr. Michael Moffatt	Northern Medical Unit
Director, Research - Dr. Josée Lavoie	Community Health Sciences - Baseline funded
Director, Education and Student Support - Dr. Barry Lavallee	IIHH
Director, Indigenous Health Integrations (Colleges Liaison and Lead for the RFHS) - Debra Beach Ducharme	IIHH
Physician Leads – UGME, PGME, CPD	CAHE
Operations Manager - Hai Nguyen	IIHH
Director, Nursing Programs - Melody Muswaggon	Northern Medical Unit
Curriculum Renewal - Linda Diffey	CAHE
Student Affairs - Kimberley Hart	IIHH
*Positions that are currently baseline funded will continue to be baseline funded as previously approved by the Department and College.	

Operational expenses are evaluated based on the objectives and mandates of the Institute, and can be broken down into the following categories: Traditional Medicine Garden (to be completed by 2017/2018), Truth and Reconciliation initiatives, program development and expansion, community engagement, continuous quality improvement initiatives, travel expenses, and office expenses.

The Northern Medical Unit and the Manitoba First Nations Centre for Aboriginal Health Research will continue to maintain administrative autonomy over their individual budgets due to the revenue sources generated from their respective programs. Currently, approximately \$254,236 is allocated specifically for the Centre for Aboriginal Health Education salaries and program activities.

The Northern Medical Unit's revenue will be utilized to achieve its mandate to provide direct physician service in underserved communities. The activities associated with the NMU's operations include: physician remuneration, physician and administrative travel, recruitment and retention efforts, community engagement efforts, program planning, and administrative and operational support.

The Manitoba First Nations Centre for Aboriginal Health Research will utilize its revenue to its member's research efforts, by providing administrative, and operational support. This includes, but not limited to: Support Unit and Research Navigation Services, Mentorship Program, administrative staff support, and IT support.

The Centre for Aboriginal Health Education's activities centers around student support by providing social and academic resources and programming; professional development opportunities and networking with other students and faculty members; and providing a culturally safe environment.

Since the allocation of funding is made possible through the reallocation of existing Faculty/College resources no new funding is being requested.

## 7.2 Schedule 1: Indigenous Institute of Health and Healing – Revenue Streams

Centre	Funding Source	Anticipated Funding 2016/2017	Anticipated Funding 2017/2018	Anticipated Funding 2018/2019	Anticipated Funding 2019/2020
Institute of Indigenous Health	Provincial Government <sup>1</sup>	566,625	560,674	554,544	548,230
	Community Health Sciences (Overhead) <sup>2</sup>	200,000	200,000	200,000	200,000
Centre for Aboriginal Health Education	Provincial Government <sup>1</sup>	233,375	239,326	245,456	251,770
Northern Medical Unit	Federal Government <sup>3</sup>	4,736,000	4,736,000	4,736,000	4,736,000
	Provincial Government <sup>4</sup>	14,133,983	14,293,517	14,536,627	14,536,627
	Government of Nunavut <sup>5</sup>	3,119,678	3,202,475	3,291,013	3,382,850
Manitoba First Nations Centre for Health Research <sup>3</sup>	University of Manitoba <sup>6</sup>	100,000	100,000	100,000	100,000
	Research Navigation Support <sup>7</sup>	165,320	52,820	30,340	30,340
<b>Total Funding</b>		<b>23,254,891</b>	<b>23,349,812</b>	<b>23,662,980</b>	<b>23,754,817</b>

### 7.2.1 Schedule 1 Notes:

1 - Funding from the provincial government is received as an allocation from the Service Purchase Agreement (SPA) between the University of Manitoba, College of Medicine and Manitoba Health Seniors and Active Living (MHSAL). The SPA expires March 31, 2018, with the expectation of renewal.

2 - The overhead funding is received through the Department of Community Health Sciences as indicated in the letter of support from Department Head, Dr. Stephen Moses.

3 - Funding from the federal government is received through a Contribution Agreement (CA) between the University of Manitoba and the First Nations and Inuit Health Branch (FNIHB) - Health Canada. This Contribution Agreement expires March 31, 2018, with the expectation of renewal, as this agreement has been in place since 1979.

4 - Funding is received from MHSAL to support the Northern Medical Unit's, Manitoba Physicians Program and the Island Lake Renal Dialysis Program. Funding for the Manitoba Physicians Program is calculated based on the remuneration guidelines set out in the Master Agreement between the Province of Manitoba and Doctors Manitoba and funding for the Island Lake Renal Dialysis Program is calculated based on an annual budget of \$1,726,285. These programs have received ongoing funding and support from the Province of Manitoba since, 1979 and 2005, respectively. Efforts from both MHSAL and the University of Manitoba are currently underway to work towards finalizing a multi-year SPA.

5 - Based on the Contribution Agreement between the Government of Nunavut (GN) and the University of Manitoba, Northern Medical Unit. The CA expires March 31, 2021, with the expectation of renewal.

6 - Funding is provided through MHSAL for one-time start-up costs over four years at \$100,000 per year. The expiry date of funding is March 31, 2018

7 - MFN-CAHR's sustainability is tied to its members being successful in securing Tri-Council and other funding grants, for which MFN-CAHR provides a number of services on a fee-for-service basis. MFN-CAHR current provides services to 13 of its members, on grants totaling a little over \$2M (2016).

## 8.0 Statements of Support and Commitment



DEPARTMENT OF COMMUNITY HEALTH SCIENCES  
MAX RADY COLLEGE OF MEDICINE, RADY FACULTY OF HEALTH SCIENCES

S113-750 Bannatyne Avenue  
Winnipeg, Manitoba R3E 0W3

Tel: (204) 789-3434  
Fax: (204) 789-3905  
Email: [Stephen.Moses@umanitoba.ca](mailto:Stephen.Moses@umanitoba.ca)

September 20, 2016

To whom it may concern,

I am pleased to provide this letter in relation to support for the creation of an Indigenous Institute of Health and Healing within the Rady Faculty of Health Sciences.

The proposed Indigenous Institute of Health and Healing, Rady Faculty of Health Sciences (the Institute) and the Department of the Community of Health Sciences, Max Rady College of Medicine (CHS) are committed to working together in partnership for the advancement of First Nations, Metis, Inuit and Indigenous health services, education and research.

After the creation of the Institute, CHS will continue to provide an academic home to faculty members associated with the Institute, including the provision of academic support, tenure/promotion mentorship, teaching opportunities, opportunities to supervise graduate students, and opportunities for conducting collaborative research. CHS will also continue to provide high-end administrative and financial management support to the Institute on an as-needed basis. The Institute will provide support to CHS in the development of its undergraduate and graduate teaching programs to enhance the incorporation of Indigenous health.

CHS and the Institute have developed a Letter of Understanding that outlines our commitment to an on-going collaborative relationship. Upon the creation of the Indigenous Institute of Health and Healing, the former Section of First Nations, Metis and Inuit Health will be dissolved within the Department of Community Health Sciences.

I would be happy to provide additional information or clarification if needed.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Stephen Moses".

Stephen Moses, MD, MPH  
Professor and Head of Department

**Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Agricultural and Food Sciences to revise the admission regulations for the Diploma in Agriculture program (2017.02.21)**

**Preamble:**

1. The terms of reference for this committee can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/490.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm).
2. The Faculty of Agricultural and Food Sciences is introducing a set of advanced entry admission requirements for students applying to the Diploma in Agriculture program. These requirements would apply to applicants who have previous post-secondary study experience.
3. The proposal was approved by the Faculty of Agricultural and Food Sciences' Faculty Council on December 16<sup>th</sup>, 2016 and was endorsed by SCADM on February 21<sup>st</sup>, 2017.

**Observations:**

1. Current admission requirements only take high school grades into consideration; over the past couple of years more than 30% of incoming students have previous post-secondary experience.
2. Using a high school transcript to assess a student's abilities is not necessarily appropriate for applicants who have completed 24 credit hours or more of post-secondary study.
3. Since post-secondary performance is not part of the current admission requirements, the possibility exists that students who are on academic suspension in other programs could be eligible to apply.
4. The proposed requirements for students who have completed a minimum of 24 credit hours of post-secondary study are modelled from other programs at the institution that offer both a direct entry and advanced entry option.

**Recommendation:**

The Senate Committee on Admissions recommends that the proposal to introduce a set of advanced entry admission requirements for the Diploma in Agriculture program be approved effective for the September, 2018 intake.

Respectfully submitted  
Susan Gottheil, Chair, Senate Committee on Admissions

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.



UNIVERSITY  
OF MANITOBA

# MEMORANDUM

Faculty of Agricultural and Food Sciences  
256 Agriculture Building, University of Manitoba  
Winnipeg, MB Canada R3T 2N2

07 February 2017

**TO:** Ms. Susan Gottheil, Chair, Senate Committee on Admissions

**FROM:** Dr. Jared Carlberg, Associate Dean (Academic), Faculty of  
Agricultural and Food Sciences

**SUBJECT:** Creation of an Advanced Entry Admissions Category for the Diploma in  
Agriculture Program

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On December 16, 2016 the Faculty of Agricultural and Food Sciences' Faculty Council voted to approve a recommendation from its Curriculum Committee regarding the creation of an Advanced Entry Admissions Category for our Diploma in Agriculture program.

## **Background**

Current admission requirements for the Agriculture Diploma require applicants to have a 60% average in grade 12 Math, English, and Science. For students whose background is not reflective of their potential there is the option for them to apply through a special consideration category.

In the last few years there has been an increase of students entering the Diploma program with post- secondary education. Other faculties have criteria for admitting students with post-secondary experience and for direct entry from high school. Currently, the Diploma program has no such pathway for students and students are submitting high school transcripts that are not reflecting their true potential if they have taken over 24 credit hours of post-secondary studies. Since we don't have a pathway for these students it makes it difficult for qualified students to apply for our program. It also opens up the opportunity for students who are on academic suspension from other programs to apply for the diploma program as we currently don't recognize post-secondary performance.

## **Proposed Advanced Entry Eligibility Requirements for the Diploma in Agriculture Program:**

Applicants in this category will have fulfilled all Eligibility Requirements as described below.

Applicants who do not fulfill all Eligibility Requirements will be deemed ineligible for Advanced Entry and must apply through Direct Entry or Special consideration.

### **Students must:**

1. Complete a minimum of 24 credit hours from a recognized university or college.
2. Achieve a Cumulative Grade Point Average (CGPA) of 2.0 or higher
  - It is expected that these courses will be completed by the end of the April examination period. Students who need to complete courses during the Summer Session to meet the minimum 24 credit hour requirement will only be considered for admission on a space available basis after all other eligible students have been considered.
  - If the number of eligible candidates exceeds the available spaces, a cumulative grade point average higher than the minimum may be required for admission.

Applicants who have completed less than 24 credit hours of post-secondary level coursework will be considered for direct entry admission if they:

- Meet the high school admission requirement.
- Are in good academic standing.
- Have a minimum cumulative grade point average of 2.0 on their university coursework, and have not exceeded 24 credit hours of previous university coursework.

**Report of the Senate Committee on Admissions concerning a proposal from the Faculty of Architecture to update the supplementary regulations for the Environmental Design program (2017.02.21)**

**Preamble:**

1. The terms of reference for this committee can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/490.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm).
2. The Faculty of Architecture is updating the supplementary regulations for the Bachelor of Environmental Design program. SCADM reviewed the sections of the regulations that contain information on admission requirements for the program.
3. All changes were approved by the Faculty of Architecture Faculty Council on June 7<sup>th</sup>, 2016 and were endorsed by SCADM on February 21<sup>st</sup>, 2017.

**Observations:**

1. A number of minor grammatical and editorial changes were made.
2. Language was updated throughout the admissions section of the regulations to ensure it was consistent with the current language normally being used in institutional admissions documents.

**Recommendation:**

The Senate Committee on Admissions recommends that the proposal to update the supplementary regulations in the Environmental Design program be approved effective for the September, 2018 intake.

Respectfully submitted  
Susan Gottheil, Chair, Senate Committee on Admissions

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.



UNIVERSITY  
OF MANITOBA

## Faculty of Architecture

Architecture  
City Planning  
Environmental Design  
Interior Design  
Landscape  
Architecture

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17 January 2017

TO: Jeff Adams, Executive Director, Enrolment Services

FROM: Karen Wilson Baptist, Associate Dean Academic, Environmental Design Program Chair

RE: **Environmental Design Program – Supplementary Regulation – Submission to SCADM**

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In follow-up to your email of 19 December 2016, requesting the following by 3 January 2017; and subsequent to that, inclusive of follow up to your email of 13 January 2017, I am providing you with:

1. A covering memo outlining the proposal.
2. A track changes version of the proposed change
3. A clean copy of the proposed change

I am providing the following information that provides revisions to our original memo (from J. Beddoes on 3 October 2016) in reference to changes to the Admissions and Structure of the Program including changes to the Environmental Design Program: Architecture Master Preparation Option (ED AMP). This memo is now inclusive of recommendations following my appearance at SCADM on 15 December 2016 and 12 January 2017. To review, two agenda items were to be reviewed by the committee, a) the admissions requirements (inc. AMP) and b) the addition of EVDS 1670 to the admissions bulletin at the meeting .

We “pulled” the item regarding EVDS 1670 as our curriculum revisions, as vetted by SCCCC on October 26, 2016, have been returned to the Faculty for additional discussion.

In regards to the admission requirements, questions were raised regarding the use of U1/ED within the Admissions section of our Supplementary Program Regulations. The following summation is inclusive of these recommendations of 15 December 2016.

Subsequently I appeared at the SCADM meeting of 12 January 2017, where our changes were approved. However, a portion of our regulations that formerly lay within the Residency Requirement IV, was observed, by SCIE, as relevant to ED AMP admissions information. (Section II). This memo now includes that text (highlighted below as do the copies of the regulations attached.

To sum, changes to the Admissions/ED AMP portions of our supplementary requirements are inclusive of the following:

### *Proposed Changes and Justification*

#### *I. Admissions and Structure of the Program*

*Paragraph 1 "To be considered for admission...": Minor edits to grammar and the addition of the link to the Environmental Design Application Information Bulletin.*

*Paragraph 2 "The Bachelor of Environmental Design...": Incorporation of "one qualifying year" as a component of a program which will take students approximately four years to complete. The previous language expressing that the ED program is a three year program was deemed misleading to students and led to the impression that the program was shorter in duration.*

*Description of offerings in the "Option Years" was included so that this paragraph provides students with an accurate description of the curricular proceedings.*

*Paragraph 3 in the track changes version is incorporated into Paragraph 2.*

*Paragraph 3 (in the revised) "Of the approximately..." no changes; and Paragraph 4 "Students entering..." no changes.*

*The last three paragraphs in the old regulations were deemed redundant and descriptive and not applicable to a document inclusive of supplementary regulations.*

*At the end of this section, the reference "Apply to University 1" has been changed to "Complete 30 credit hours of University Study".*

## *II. Environmental Design Program: Architecture Master Preparation Option (ED AMP)*

*Addition of the paragraph 4 providing clarity as to the process for those students registered in the ED AMP program who wish to apply for graduate admission.*

*Link provided with direct access to the ED AMP Admissions Bulletin.*

*Addition of the following text:*

*Students seeking admission into Year 3 of the Program on the basis of work completed elsewhere must have the equivalent coursework and scholastic achievement levels to be admitted. A portfolio review will be part of the admission process along with a statement of intent (300 word maximum). Equivalencies to ED course requirements will be determined by individual instructors of relevant courses and approved by the Environmental Design Chair.*

*Attached are a copy of the relevant portions of the regulations with track changes visible and a "clean" copy of the relevant regulations.*

*Please let me know if you require additional information.*

*/kwb*

*cc. J. Beddoes, Interim Dean, Faculty of Architecture; L. Kruger*

## SUPPLEMENTARY PROGRAM REQUIREMENTS, STRUCTURE OF PROGRAM, DEGREE PERFORMANCE REGULATIONS AND POLICY

### I. ADMISSIONS and STRUCTURE OF THE PROGRAM

To be considered for admission into the Bachelor of Environmental Design Program all applicants must have completed the required 30 credit hours of university level course work with an overall minimum adjusted grade point average of 2.50. Successful applicants are likely to require an Adjusted Grade Point Average well in excess of this minimum because admission is academically competitive based on scholastic achievement. Please see the current Environmental Design Application Information Bulletin at [http://umanitoba.ca/student/admissions/media/env\\_design\\_bulletin.pdf](http://umanitoba.ca/student/admissions/media/env_design_bulletin.pdf) for specific entry requirements. The application deadline is March 1 of each year.

The Bachelor of Environmental Design Degree is a four-year program of studies consisting of one qualifying year plus one year of common 'Foundation Studies' (ED2) followed by two years of 'pre-professional' 'Intermediate Studies' (ED3 and ED4). The third and fourth years are referred to as the 'Option Years' and include Architecture, Interior Environments, and Landscape + Urbanism. The Bachelor of Environmental Design Degree Program requires students to declare a specific program Option after the second year of studies (ED2) in the Environmental Design Program.

Of the approximately 100 students moving into the third year of studies (ED3), admission into these Options will be divided equally. Students will be required to rank their Program Options in order of preference (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choice). The selection of students into these Options will be based on GPA, Portfolio and a Statement of Intent.

Students entering the program should be aware that entry into the Options will be assigned on a competitive basis, and that not all students will be placed in their first Option choice. Students who have not successfully completed studios or more than one three-credit-hour lecture course from second year will not be eligible for admission into the Option Years.

#### **Complete 30 credit hours of university study.**

<b>Apply to Environmental Design</b> Option Selection	ED2 [via Option 1 (with 1000 level EVDS courses) or Option 2] ED3 Arch Option or ED3 IE Option or ED3 L + U Option ED4 Arch Option or ED4 IE Option or ED4 L + U Option
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### II. ENVIRONMENTAL DESIGN PROGRAM: ARCHITECTURE MASTER PREPARATION OPTION (ED AMP)

The Faculty of Architecture offers a Bachelor of Environmental Design Architecture Master Preparation Option (ED AMP) for students who have a recognized first degree in either a non-design or a design-related field of study and who have an interest in pursuing the graduate degree in Architecture. These students may apply and be admitted through the Environmental Design Program where they will be enrolled in the Environmental Design Program: Architecture Master Preparation Option. There are two different streams available:

**Stream One:** ED Architecture Master Preparation Option 1 (ED AMP 1 – two years of study). For those who have no formal design education and have a recognized undergraduate first degree (or are currently enrolled in the final year of a degree program). In order to graduate students must complete the ED 3 and ED4 Architecture Master Preparation Option (total of 66 credit hours). Upon successful

completion of all the requirements for this two-year program, students will be eligible to receive a Bachelor of Environmental Design degree.

**Stream Two:** ED Architecture Master Preparation Option 2 (ED AMP 2 – one year of study). For those who already have an undergraduate design degree (or are currently enrolled in the final year of a design degree program) in an allied design field such as Interior Design or Landscape Architecture, and wish to pursue studies in a graduate degree in Architecture. These students will be considered on a case-by-case basis for placement into the fourth year of Environmental Design Architecture Option, but will be ineligible to receive the Bachelor of Environmental Design degree.

NOTE: Upon successful completion of the undergraduate ED Architecture Master Preparation Option (ED AMP 1 and ED AMP 2), students who wish to continue into the Master of Architecture Program must officially apply for graduate admission. Evaluation is based on the student's progress in either the one or two-year ED Architecture Master Preparation Option, as evidenced in a portfolio submission, GPA and a Faculty of Graduate Studies application.

Students seeking admission into Year 3 of the Program on the basis of work completed elsewhere must have the equivalent coursework and scholastic achievement levels to be admitted. A portfolio review will be part of the admission process along with a statement of intent (300 word maximum). Equivalencies to ED course requirements will be determined by individual instructors of relevant courses and approved by the Environmental Design Program Chair.

For further information on the ED AMP Option, please refer to the following website:  
[http://www.umanitoba.ca/student/admissions/media/ampp\\_bulletin.pdf](http://www.umanitoba.ca/student/admissions/media/ampp_bulletin.pdf).

**SUPPLEMENTARY PROGRAM REQUIREMENTS, STRUCTURE OF PROGRAM, DEGREE PERFORMANCE REGULATIONS AND POLICY**

**I. ADMISSIONS and STRUCTURE OF THE PROGRAM**

To be considered for admission into the Bachelor of Environmental Design Program all applicants must have completed the required 30 credit hours of university level course work with an overall minimum adjusted grade point average of 2.50. Successful applicants are likely to require an Adjusted Grade Point Average well in excess of this minimum because admission is academically competitive based on scholastic achievement. Please see the current Environmental Design Application Information Bulletin at [http://umanitoba.ca/student/admissions/media/env\\_design\\_bulletin.pdf](http://umanitoba.ca/student/admissions/media/env_design_bulletin.pdf) for specific entry requirements. The application deadline is March 1 of each year.

~~The Bachelor of Environmental Design Degree is a four-year program of studies consisting of one qualifying year plus one year of common 'Foundation Studies' (ED2) followed by two years of 'pre-professional' 'Intermediate Studies' (ED3 and ED4). The third and fourth years are referred to as the 'Option Years' and include Architecture, Interior Environments, and Landscape + Urbanism. The Bachelor of Environmental Design Degree is a three-year program of studies which requires completion of 30 credit hours of university level coursework (please see the Applicant Information Bulletin for detailed description of these requirements add link here). All students enter into ED2 (Foundation Studies). This is followed by ED3 and ED4 which are referred to as the 'Option Years' which include: Architecture Option, Interior Environments Option, and Landscape + Urbanism Option.~~

~~The Bachelor of Environmental Design Degree Program requires students to declare a specific program Option after the second year of studies (ED2) in the Environmental Design Program. These Options include Architecture, Interior Environments and Landscape + Urbanism.~~

~~Of the approximately 100 students moving into the third year of studies (ED3), admission into these Options will be divided equally. Students will be required to rank their Program Options in order of preference (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choice). The selection of students into these Options will be based on GPA, Portfolio and a Statement of Intent.~~

~~Students entering the program should be aware that entry into the Options will be assigned on a competitive basis, and that not all students will be placed in their first Option choice. Students who have not successfully completed studios or more than one three-credit-hour lecture course from second year will not be eligible for admission into the Option Years.~~

~~Apply to University 1 ————— U1 Complete 30 credit hours of university study.~~

<b>Apply to Environmental Design</b>	ED2 [via Option 1 (with 1000 level EVDS courses) or Option 2]
Option Selection	ED3 Arch Option or ED3 IE Option or ED3 L + U Option
	ED4 Arch Option or ED4 IE Option or ED4 L + U Option

**II. ENVIRONMENTAL DESIGN PROGRAM: ARCHITECTURE MASTER PREPARATION OPTION (ED AMP)**

The Faculty of Architecture offers a Bachelor of Environmental Design Architecture Master Preparation Option (ED AMP) for students who have a recognized first degree in either a non-design or a design-related field of study and who have an interest in pursuing the graduate degree in Architecture. These students may apply and be admitted through the Environmental Design Program where they will be

enrolled in the Environmental Design Program: Architecture Master Preparation Option. There are two different streams available:

**Stream One:** ED Architecture Master Preparation Option 1 (ED AMP 1 – two years of study). For those who have no formal design education and have a recognized undergraduate first degree (or are currently enrolled in the final year of a degree program). In order to graduate students must complete the ED 3 and ED4 Architecture Master Preparation Option (total of 66 credit hours). Upon successful completion of all the requirements for this two-year program, students will be eligible to receive a Bachelor of Environmental Design degree.

**Stream Two:** ED Architecture Master Preparation Option 2 (ED AMP 2 – one year of study). For those who already have an undergraduate design degree (or are currently enrolled in the final year of a design degree program) in an allied design field such as Interior Design or Landscape Architecture, and wish to pursue studies in a graduate degree in Architecture. These students will be considered on a case-by-case basis for placement into the fourth year of Environmental Design Architecture Option, but will be ineligible to receive the Bachelor of Environmental Design degree.

Students seeking admission into Year 3 of the Program on the basis of work completed elsewhere must have the equivalent coursework and scholastic achievement levels to be admitted. A portfolio review will be part of the admission process along with a statement of intent (300 word maximum). Equivalencies to ED course requirements will be determined by individual instructors of relevant courses and approved by the Environmental Design Program Chair.

NOTE: Upon successful completion of the undergraduate ED Architecture Master Preparation Option (ED AMP 1 and ED AMP 2), students who wish to continue into the Master of Architecture Program must officially apply for graduate admission. Evaluation is based on the student's progress in either the one or two-year ED Architecture Master Preparation Option, as evidenced in a portfolio submission, GPA and a Faculty of Graduate Studies application.

For further information on the ED AMP Option, please refer to the following website:  
[http://www.umanitoba.ca/student/admissions/media/ampp\\_bulletin.pdf](http://www.umanitoba.ca/student/admissions/media/ampp_bulletin.pdf).

## **Report of the Joint Senate Committee on Joint Masters Programs between the University of Winnipeg and the University of Manitoba**

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### **Preamble:**

1. For information on the powers and duties of the Joint Senate Committee (JSC), please visit point #2 of the committee's terms of reference which are available at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/503.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/503.html)
2. The Joint Senate Committee voted via email on the above dated to consider a proposal from the Public Administration Joint Discipline Committee. The proposal was previously approved by the Faculty Council of Graduate Studies on February 17, 2017.

### **Observations**

1. The **Public Administration Joint Discipline Committee** proposes to change the admission requirements for the Joint Masters program in Public Administration (MPA).

In 2016 the Senates of the Universities of Manitoba and Winnipeg approved a revised MPA program; however, the admission requirements were not amended in this proposal. The old (current) MPA curriculum permitted applicants with a three-year general degree to be admitted into the program with the understanding that they would complete 48 credit hours of study in the MPA. Applicants with a four-year degree would be admitted into the program with only 24 credit hours of required study. The revised MPA program will commence in September 2017 and now requires that all students complete 36 credit hours of study.

Accordingly, the program would like to alter its admission requirement to no longer accept three-year degrees (i.e. 90 credit hours) and defer to the admission standards set out by the Faculty of Graduate Studies thus requiring four-year degrees (i.e. 120 credit hours). Applicants with a three-year degree will not have completed sufficient study to be prepared for a shorter MPA program of 36 credit hours.

MPA admission requirements will state:

1. Graduates of four-year undergraduate degree programs (or equivalent) from:
  - a. Canadian institutions empowered by law to grant degrees; or
  - b. Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.
2. Students who have completed the pre-Master's program from the University of Manitoba or from another university as described in points a) and b) above.

**Report of the Joint Senate Committee on Joint Masters Programs between the University of  
Winnipeg and the University of Manitoba**

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**Recommendations**

**The Joint Senate Committee recommends THAT: the admission program change from the unit listed below be approved by University of Manitoba and University of Winnipeg Senates:**

**Public Administration**

Respectfully submitted,

Zana Lutfiyya, Chair  
Joint Senate Committee

/ak

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the  
report to Senate.

## **Report of the Senate Committee on Instruction and Evaluation RE: Proposed Regulation on Accommodation for Missed Undergraduate Term Examinations, I.H. Asper School of Business**

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### **Preamble:**

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/502.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html).
2. At its meeting on February 16, 2017, SCIE considered a proposal from the I.H. Asper School of Business regarding the Regulation on Accommodation for Missed Undergraduate Term Examinations.

### **Observations:**

1. The proposed undergraduate regulation has been in use by the Faculty since 2002, but has not been approved by Senate.
2. The proposed undergraduate regulation defines acceptable reasons for accommodations for missed term examinations in Faculty courses due to participation in student government activities and other student events.
3. The proposed regulation includes an updated list of events that qualify for accommodation and provides guidelines that may be used to assess a request for accommodation for an event not listed.
4. The proposed regulation is in addition to the University's Final Examinations and Final Grades Policy and the Deferred and Supplemental Examinations procedures.

### **Recommendation:**

The Senate Committee on Instruction and Evaluation recommends:

**THAT Senate approve the proposed Regulation on Accommodation for Missed Undergraduate Term Examinations, I.H. Asper School of Business, effective upon approval of Senate.**

Respectfully submitted,  
Dr. Diane Hiebert-Murphy, Chair  
Senate Committee on Instruction and Evaluation

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.



UNIVERSITY  
OF MANITOBA

Asper School of Business

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January 27, 2017

**MEMORANDUM**

To: Jeff Leclerc, University Secretary  
c/o Shannon Coyston, Academic Specialist

From: Laura Bean, Undergraduate Program Manager *LBean*

Subject: Undergraduate Program Revisions for the 2017-2018 Academic Year

The Asper School of Business submits the following undergraduate program revisions for consideration. The motions for these revisions were passed at Faculty Council Meetings held on December 9, 2016.

**CHANGES APPROVED BY FACULTY COUNCIL ON December 9, 2016**

**I. H. ASPER SCHOOL OF BUSINESS Policy on Accommodations for Missed Undergraduate Term Examinations (Formerly: Asper School of Business Policy on Deferrals of Term Exams)**

**Moved by Faculty Council to approve the following course changes to the Policy on Accommodations for Missed Undergraduate Term Examinations.**

**Reason for change:** The Asper School of Business has had a policy on accommodations for missing undergraduate term examinations since 2002. This policy was subsequently revised in 2006 and again in 2011 mostly to update the list of events that qualified for accommodation. In the Fall of 2016, a subcommittee of the Undergraduate Program Committee further revised the document for three reasons:

- 1) To update the list of events that qualify for accommodation (including specifying the executives of students groups who qualify, where necessary).
- 2) To indicate clearly that the policy is in addition the university's Final Examinations and Final Grades Policy and not instead of.
- 3) To provide guidelines that the Associate Dean may use should there be a request for accommodation pertaining to an event not listed in the document.
- 4) To clarify the language used in certain paragraphs.

The changes to the 2011 version of the document that the Asper School's Faculty Council approved are shown in red.

(See separate attached document for policy.)



# **I. H. ASPER SCHOOL OF BUSINESS**

## **Regulation on Accommodations for Missed Undergraduate Term Examinations (Formerly: Asper School of Business Policy on Deferrals of Term Exams)**

### **Preamble**

To fulfill the I.H. Asper School of Business mission to provide undergraduate students “with the opportunity to develop skills and acquire knowledge that will enable them to contribute meaningfully as leaders in organizations”, students are encouraged to participate in student government activities and student events. It is recognized that such participation may at times necessitate a student to miss a term examination (defined as an exam, other than the final exam, requiring the student to take the exam in person or in real-time online).

This regulation document defines what is and what is not an acceptable reason for accommodations for missed term examinations in Asper School courses stemming from participation in student government activities and student events. This regulation applies only to term examinations, not final examinations, for which the University’s Final Examinations and Final Grades Policy will apply. Further, missing a final examination requires applying for a deferred exam via the Undergraduate Program Office.

The University’s below list of acceptable reasons that qualify for accommodation for missed final examinations will also apply to term examinations in Asper School undergraduate courses. In addition, this regulation document lists activities and events that qualify for accommodations should students have to miss a term examination for participating in one of those.

- i) medical and/or compassionate condition
- ii) participation in an inter-university, provincial, inter-provincial, national, or international scholastic or athletic event
- iii) religious obligations

Missing deadlines for submitting assignments or term work completed outside of class are not eligible for accommodation under this regulation, as it is expected that the student could have planned their schedule around the event or activity to complete the submission on time.

This document does not address the issue of participation marks in class. Losing participation marks by not being in class is a measurable cost of attending or participating in student events and conferences. It is up to the instructor to make an accommodation for class participation marks if he/she sees fit.

### **Section 1.0 Requirements for Accommodation**

**1.1** In order to have an accommodation, a student must provide the professor with a written request for an accommodation at least five working days prior to the date of the term examination. At this time, the professor may require proof of attendance at the event. If no application is received by the cutoff time, the professor is under no obligation to provide an accommodation.

**1.2** The exam must occur at the same time as the event or activity the student is involved in,

factoring a reasonable travel time to and from the event. Participation in an activity or event must actually prevent the student from attending the exam. It is not acceptable for students to apply for an accommodation on the grounds that they are involved in organizing an event or activity that prevents them from studying for the exam or taking the exam. No event is considered so significant that it precludes a student from studying for an exam. Students are expected to manage their time and develop the ability to prioritize their work.

## **Section 2.0 Events Qualifying for Accommodation**

The students noted under each of the following events should be provided with accommodations for missed term examinations provided they meet the eligibility requirements listed above.

### **2.1 CSA Corporate Golf Tournament**

CSA Special Events Coordinator and Vice President of Operations

### **2.2 Celebrating Co-op**

All Asper Co-op students

The date and time of this event will be conveyed to faculty members at least ten working days prior to the deadline for the course outlines to be submitted so that faculty can avoid scheduling examinations on this date.

### **2.3 Asian Lunar New Year Dinner**

CSA International Communications co-chairs and Vice President of Student Services

### **2.4 Commerce Business Banquet**

Asper B.Comm. students

The date and time of this event will be conveyed to faculty members at least ten working days prior to the deadline for the course outlines to be submitted so that faculty can avoid scheduling examinations on this date.

### **2.5 Commerce Graduation Banquet**

CSA Graduation Co-Chairs, President, and Vice President of Programming

### **2.6 CSA Etiquette Evening**

CSA Professional Development Co-Chairs and Vice President of Student Services

### **2.7 Excellence in Aboriginal Business Leadership Award Dinner**

All student members of ABEP (Aboriginal Business Education Partners) and AACCS (Association of Aboriginal Commerce Students), CSA President, and Vice President of Operations

### **2.8 Five Days for the Homeless (opening and closing ceremonies only)**

CSA Event Chairs, Vice President of Programming, and sleepers

### **2.9 First Year Case Competition**

Competing students, CSA Special Events Co-coordinators, and Vice President of Operations

- 2.10 IDEA Dinner**  
Students chosen on merit
- 2.11 MISA Biztek**  
MISA executive council members
- 2.12 Shinerama**  
CSA Event Chairs and the Vice President of Programming
- 2.13 Suit Up Fashion Show**  
CSA Professional Development Co-Chairs and Vice President of Student Services
- 2.14 UMAC Fish Dinner**  
Event planners (two or three)
- 2.15 UMFO Banquet**  
Event planners (two or three)
- 2.16 UMMA Conference**  
Event planners (two or three)

**2.17 Conferences and Competitions**

The following conferences and competitions provide an executive level experience to all participants. The events are attended by members of the CSA executive and students chosen on merit to participate in the event/activity or are registered to take the specified exam. The conferences range in length from a weekend to as long as one week. They all provide an opportunity to broaden student understanding of the real world of business.

- 2.17.1 AIESEC Canada** (Association Internationale des Etudiants en Sciences Economiques et Commerciales)
- 2.17.2 ANPA Case Competition** (Alberta Not-for-Profit Association Case Competition)
- 2.17.3 APEX Conference** (Achieving Professional Excellence, York University)
- 2.17.4 CEO Manitoba Conference, Elevator Pitch, and Bus Crawl** (Collegiate Entrepreneurs' Organization)
- 2.17.5 ASBAA Toronto trip** (Asper School of Business Accounting Association)
- 2.17.6 BASC Competition** (Business and Accounting Student Case Competition)
- CABS Conference** (Canadian Association of Business Schools)
- CAS Exams** (Casualty Actuarial Society)
- 2.17.7 CASE-IT Competition**
- CFA Exams**
- CFA Institute Research Challenge**
- 2.17.8 CSA General Council Retreat**
- 2.17.9 ECCC** (Engineering & Commerce Case Competition)
- 2.17.10 Excalibur Case Competition**
- 2.17.11 ICBC** (Inter Collegiate Business Competition)
- 2.17.12 Investors Group Case Competition**
- 2.17.13 JDC West Competition**

- 2.17.14 **Munich Re Cup** (National Actuarial Case Competition)
- 2.17.15 **NBSC** (National Business School Conference)
- 2.17.16 **Operations Stimulus Case Competition**
- 2.17.17 **QBET** (Queen's Conference on the Business Environment Today)
- 2.17.18 **QMAC** (Queen's Marketing Competition)
- 2.17.19 **RMBS** (Rocky Mountain Business Seminar)
- 2.17.20 **Roundtable** (incoming and outgoing CSA Executives)
- 2.17.21 **SOA Exams** (Society of Actuaries)
- 2.17.22 **Ted Rogers Management Conference** (Ryerson University)
- 2.17.23 **West Coast Leadership Retreat**
- 2.17.24 **Western Canadian Leadership Retreat**

## 2.18 Candidates in Student Government Elections

Business students who are running for UMSU President, UMSU Vice President, CSA President, CSA Vice President of Operations, CSA elected positions, or University Senate should be allowed accommodations for missed term examinations during the public fora as declared by the CRO (Chief Returning Officer). This period varies for UMSU elections and is normally one week for CSA elections.

## 2.19 Events Not Listed in Section 2.0

For events not listed in category 2.0 above, the Associate Dean (Undergraduate) will consider and approve or deny the request for accommodation, provided student participation in the event potentially satisfies at least one of the following requirements:

- Enhance the academic reputation of the Asper School of Business
- Lead to academic knowledge development
- Build corporate social responsibility in the student
- Involve networking with members of the business community

## **Section 3.0 Options for Accommodation**

Three options are available to deal with missed term examinations (see below). These options are granted at the discretion of the professor, who is ~~in not way~~ obliged to choose an option simply because it is convenient to the student. The student should be informed which of the three options has been chosen by the professor, and this will be done within four business days after the submission of the request for accommodation.

### 3.1 Option A

The professor allows the student to write the exam at a later time or date, at the professor's discretion.

### 3.2 Option B

The professor allows the student to take the exam at an earlier date or time, at the professor's discretion.

### 3.3 Option C

The professor adds the weight of the missed term examination onto another examination(s) that is to be taken in the future. The professor decides which examination(s) these marks will be added to.

With each of the options A or B, the professor will offer the student a choice of writing times for the examination no earlier or later than one week before or after the original exam date respectively. Once the student and professor have agreed on the writing time, the student is obligated to write the examination at that agreed-upon time. If the examination is not written, the professor will decide whether another examination time will be granted or a grade of zero will be assigned to the missed examination.

Any option chosen must not violate the University's Final Examinations and Final Grades Policy or Procedures.

#### **Section 4.0 Right of Revocation**

The professor is not bound by these regulations if the student fails to meet the requirements listed in Section 1.1 and 1.2 above.

**FC April 12, 2002**

**Revised June 23, 2006 (Associate Dean Tyrchniewicz)**

**FC June 3, 2011**

**Revised October 28, 2016 (Undergraduate Program Committee)**

**FC December 9, 2016**

**SCIE February 16, 2017**

# I. H. ASPER SCHOOL OF BUSINESS

## Regulation on Accommodations for Missed Undergraduate Term Examinations (Formerly: Asper School of Business Policy on Deferrals of Term Exams)

### Preamble

To fulfill the I.H. Asper School of Business mission to provide undergraduate students “with the opportunity to develop skills and acquire knowledge that will enable them to contribute meaningfully as leaders in organizations”, students are encouraged to participate in student government activities and student events. It is recognized that such participation may at times necessitate a student to miss a term examination (defined as an exam, other than the final exam, requiring the student to take the exam in person or in real-time online).

This regulation document defines what is and what is not an acceptable reason for accommodations for missed term examinations in Asper School courses stemming from participation in student government activities and student events. This regulation applies only to term examinations, not final examinations, for which the University’s Final Examinations and Final Grades Policy will apply. Further, missing a final examination requires applying for a deferred exam via the Undergraduate Program Office.

The University’s below list of acceptable reasons that qualify for accommodation for missed final examinations will also apply to term examinations in Asper School undergraduate courses. In addition, this regulation document lists activities and events that qualify for accommodations should students have to miss a term examination for participating in one of those.

- i) medical **and/or compassionate condition**
- ii) participation in an inter-university, provincial, inter-provincial, national, or international scholastic or athletic event
- iii) religious obligations

Missing deadlines for submitting assignments or term work **completed outside of class** are not eligible for accommodation under this regulation, as it is expected that the student could have planned their schedule around the event or activity to complete the submission on time.

This document does not address the issue of participation marks in class. Losing participation marks by not being in class is a measurable cost of attending or participating in student events and conferences. **It is up to the instructor to make an accommodation for class participation marks if he/she sees fit.**

### **Section 1.0 Requirements for Accommodation**

**1.1** In order to have an accommodation, a student must provide the professor with a written request for an accommodation at least **five working days** prior to the date of the term examination. At this time, the professor may require proof of attendance at the event. If no application is received by the cutoff time, the professor is under no obligation to provide an accommodation.

**1.2** The exam must occur at the same time as the event or activity the student is involved in,

**factoring a reasonable travel time to and from the event.** Participation in an activity or event must actually prevent the student from attending the exam. It is not acceptable for students to apply for an accommodation on the grounds that they are involved in organizing an event or activity that prevents them from studying for the exam or taking the exam. No event is considered so significant that it precludes a student from studying for an exam. Students are expected to manage their time and develop the ability to prioritize their work.

## **Section 2.0 Events Qualifying for Accommodation**

The students noted under each of the following events should be provided with accommodations for missed term examinations provided they meet the eligibility requirements listed above.

### **2.1 CSA Corporate Golf Tournament**

CSA Special Events Coordinator and Vice President of Operations

### **2.2 Celebrating Co-op**

All Asper Co-op students

The date and time of this event will be conveyed to faculty members at least ten working days prior to the deadline for the course outlines to be submitted so that faculty can avoid scheduling examinations on this date.

### **2.3 Asian Lunar New Year Dinner**

CSA International Communications co-chairs and Vice President of Student Services

### **2.4 Commerce Business Banquet**

Asper B.Comm. students

The date and time of this event will be conveyed to faculty members at least ten working days prior to the deadline for the course outlines to be submitted so that faculty can avoid scheduling examinations on this date.

### **2.5 Commerce Graduation Banquet**

CSA Graduation Co-Chairs, President, and Vice President of Programming

### **2.6 CSA Etiquette Evening**

CSA Professional Development Co-Chairs and Vice President of Student Services

### **2.7 Excellence in Aboriginal Business Leadership Award Dinner**

All student members of ABEP (Aboriginal Business Education Partners) and AACS (Association of Aboriginal Commerce Students), CSA President, and Vice President of Operations

### **2.8 Five Days for the Homeless (opening and closing ceremonies only)**

CSA Event Chairs, Vice President of Programming, and sleepers

### **2.9 First Year Case Competition**

Competing students, CSA Special Events Co-coordinators, and Vice President of Operations

- 2.10 IDEA Dinner**  
Students chosen on merit
- 2.11 MISA Biztek**  
**MISA executive council members**
- 2.12 Shinerama**  
CSA Event Chairs and the Vice President of Programming
- 2.13 Suit Up Fashion Show**  
CSA Professional Development Co-Chairs and Vice President of Student Services
- 2.14 UMAC Fish Dinner**  
Event planners (two or three)
- 2.15 UMFO Banquet**  
Event planners (two or three)
- 2.16 UMMA Conference**  
Event planners (two or three)
- 2.17 Conferences and Competitions**  
The following conferences and competitions provide an executive level experience to all participants. The events are attended by members of the CSA executive and students chosen on merit to participate in the event/activity or are registered to take the specified exam. The conferences range in length from a weekend to as long as one week. They all provide an opportunity to broaden student understanding of the real world of business.
  - 2.17.1 AIESEC Canada** (Association Internationale des Etudiants en Sciences Economiques et Commerciales)
  - 2.17.2 ANPA Case Competition** (Alberta Not-for-Profit Association Case Competition)
  - 2.17.3 APEX Conference** (Achieving Professional Excellence, York University)
  - 2.17.4 CEO Manitoba Conference, Elevator Pitch, and Bus Crawl** (Collegiate Entrepreneurs' Organization)
  - 2.17.5 ASBAA Toronto trip** (Asper School of Business Accounting Association)
  - 2.17.6 BASC Competition** (Business and Accounting Student Case Competition)  
**CABS Conference** (Canadian Association of Business Schools)  
**CAS Exams** (Casualty Actuarial Society)
  - 2.17.7 CASE-IT Competition**  
**CFA Exams**  
**CFA Institute Research Challenge**
  - 2.17.8 CSA General Council Retreat**
  - 2.17.9 ECCC** (Engineering & Commerce Case Competition)
  - 2.17.10 Excalibur Case Competition**
  - 2.17.11 ICBC** (Inter Collegiate Business Competition)
  - 2.17.12 Investors Group Case Competition**
  - 2.17.13 JDC West Competition**

- 2.17.14 **Munich Re Cup** (National Actuarial Case Competition)
- 2.17.15 **NBSC** (National Business School Conference)
- 2.17.16 **Operations Stimulus Case Competition**
- 2.17.17 **QBET** (Queen's Conference on the Business Environment Today)
- 2.17.18 **QMAC** (Queen's Marketing Competition)
- 2.17.19 **RMBS** (Rocky Mountain Business Seminar)
- 2.17.20 **Roundtable** (incoming and outgoing CSA Executives)
- 2.17.21 **SOA Exams** (Society of Actuaries)
- 2.17.22 **Ted Rogers Management Conference** (Ryerson University)
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## 2.18 Candidates in Student Government Elections

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### 3.3 Option C

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**FC April 12, 2002**

**Revised June 23, 2006 (Associate Dean Tyrchniewicz)**

**FC June 3, 2011**

**Revised October 28, 2016 (Undergraduate Program Committee)**

**FC December 9, 2016**

**SCIE February 16, 2017**

## Report of the Senate Committee on Instruction and Evaluation RE: Revised Academic Regulations, Faculty of Engineering

---

### Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_comm/ittees/502.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_comm/ittees/502.html).
2. At its meeting on February 16, 2017, SCIE considered a proposal from the Faculty of Engineering to revise several Academic Regulations.

### Observations:

1. The Faculty of Engineering is proposing various revisions to their academic regulations, as outlined in the document attached to this Report and summarized below, to reflect recent changes to the University's Grade Point Averages Policy (Senate, June 22, 2016) and the Repeated Course Policy (Senate, June 22, 2016).
2. The Faculty is proposing to revise their *Grading and Assessment* regulation to include all attempts of relevant courses in the calculation of the Degree Grade Point Average, for consistency with the University's Grade Point Averages Policy.
3. The Faculty is proposing to modify their *Procedure Regarding the Inclusion of Elective Courses Taken Towards a Student's Degree Requirements* to indicate that all attempts for any course transferred into the Engineering program will now be included in the Degree Grade Point Average calculation.
4. The Faculty is proposing to update their *Course Selection* regulation to reflect the University's Repeated Course Policy.
5. The Faculty is proposing to revise their *Withdrawal from Courses* regulation to clarify language regarding the granting of authorized withdrawals, indicating that the Faculty of Engineering Dean's Office may grant authorized withdrawals on behalf of the Dean.

### Recommendation:

The Senate Committee on Instruction and Evaluation recommends:

**THAT Senate approve the revisions to the following academic regulations for undergraduate programs in the Faculty of Engineering, effective September 1, 2017:**

- ***Procedure Regarding the Inclusion of Elective Courses Taken Towards a Student's Degree Requirements***
- ***Course Selection***

- ***Grading and Assessment***
- ***Withdrawal from Courses.***

Respectfully submitted,  
Dr. Diane Hiebert-Murphy, Chair  
Senate Committee on Instruction and Evaluation

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the  
report to Senate.



UNIVERSITY  
OF MANITOBA

Academic Regulations and  
Curriculum Committee

E2-390 EITC Building  
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Dean.McNeill@umanitoba.ca

# Memo

3 February 2017

**To:** Senate Committee on Instruction and Evaluation (SCIE)  
**From:** Dean McNeill, Chair  
Academic Regulations and Curriculum Committee (ARCC)  
Faculty of Engineering  
**Subject:** Change in Faculty Regulations Related to the Calculation of GPAs

In response to the Fall 2016 updates to the University policies on Grade Point Averages and Repeated Courses, the Faculty of Engineering reviewed its current regulations for consistency and compliance. As a consequence, the attached changes are being proposed to Sections 3.5, 3.6, 3.8, and 3.16 of the Faculty regulations.

1. The most significant change concerns the calculation of Degree GPA, as defined in Section 3.8. It is the Faculty's current practice to include only the *most recent* grade obtained in a course when determining DGPA. Aurora will, however, include all attempts by default, which would require manual intervention by advisors to subsequently exclude those other attempts. Entering these exclusions is both time consuming and prone to potential errors. As a result the Faculty is proposing that all attempts of relevant courses now be included in the DGPA calculation.
2. As a consequence of the proposed change to the DGPA calculation, Section 3.5 is being modified to draw the attention of students to the fact that all attempts for any course transferred into their Engineering program will now be counted. This is intended to ensure that students are fully informed of the potential repercussions of any decision they might make regarding the transferring of relevant elective courses.
3. With the introduction of the Limited Access rules under the Repeated Courses policy, the Faculty wishes to draw the attention of students to the new policy and to make it clear that selection of courses, as outlined in Section 3.6, is subject to that policy.
4. A small change is being proposed to Section 3.16 to clarify that Authorized Withdrawals may be granted through the Faculty of Engineering Dean's Office on behalf of the Dean, rather than strictly by the Dean.

Additions are shown in ***bold-italics***.  
Deletions are struck-out.

### 3.5 Procedure Regarding the Inclusion of Elective Courses Taken Towards a Student's Degree Requirements

#### Upon Admission Into Engineering

At the time of admission, students may choose to apply (transfer) some or all eligible non-Engineering elective courses (i.e., complementary studies electives, science electives, free electives) taken prior to their admission to the Faculty towards their current Engineering degree program. ***All attempts for those selected courses shall be applied to the student's degree program and included in the calculation of Degree Grade Point Average (DGPA).***

#### After Admission Into Engineering

Grades for all eligible courses (i.e., technical electives, complementary studies electives, science electives, free electives) attempted following admission to Engineering shall be included in and applied to a student's current degree program.

Special cases for either circumstance may be considered at the discretion of the Faculty of Engineering Associate Dean (Undergraduate Programs).

### 3.6 Course Selection

When arranging a program of study, a student must satisfy the following requirements:

1. All prerequisite and corequisite course requirements must be met.
2. All previously failed compulsory courses must be repeated. ~~Students will require assistance with registration due to a block on the AURORA registration system which does not allow repeats automatically.~~ ***Note that a student's ability to register for a course in any given term is subject to the University's Repeated Course Policy.***
3. Students are not normally allowed to repeat courses graded "C" or higher, except under special circumstances with the approval of the Department Head, or for students in the Preliminary Engineering Program, of the Associate Dean (Undergraduate Programs).
4. Failed elective courses may be repeated or replaced with alternative elective courses, however, all attempts will be included in the Degree Grade Point Average (***DGPA***) calculation.

**Prerequisite Course:** A prerequisite course must have been completed with a "C" grade or better before a subsequent course can be attempted. Under exceptional circumstances, a course instructor may waive, subject to approval by the Department Head (or designate), a prerequisite requirement.

**Corequisite Course:** A corequisite course must be taken concurrently or before its companion course. Under exceptional circumstances, a course instructor may waive, subject to approval by the Department Head (or designate), a corequisite requirement.

### 3.8 Grading and Assessment

All grades awarded by instructors for undergraduate courses offered in the Faculty of Engineering are reviewed by examiners' boards, which comprise all of the instructors in the student's program year. After approval by department councils, grades are presented to the Faculty Council of Engineering for acceptance. Grades are published ~~succeeding~~ **subsequent to** their approval by the Faculty Council of Engineering.

Following are the descriptions of grade point averages used for evaluation at end of each of the terms (Fall, Winter, and Summer):

#### **Term Grade Point Average (TGPA)**

The **Term Grade Point Average (TGPA)** is computed from all of the final grades in all **undergraduate** courses completed during a given academic term.

#### **Degree Grade Point Average (DGPA)**

The **Degree Grade Point Average (DGPA)** is computed from the final grades obtained in all courses attempted, including applicable courses transferred from other faculties and other institutions, as part of a student's current degree program. Where a course has been repeated or replaced by an approved **substitution or** equivalent course, ~~only the last grade~~ **all attempts** shall be included in the computation.

#### **Cumulative Grade Point Average (CGPA)**

The **Cumulative Grade Point Average (CGPA)** is computed from the final grades in all undergraduate courses attempted at the University of Manitoba and courses transferred from other faculties and other institutions.

#### **Dean's Honour List**

A continuing student who achieves a Term Grade Point Average (TGPA) of 3.50 or higher in their most recent academic term will be placed on the Dean's Honour List. The assessment is based on a minimum of 12 credit hours completed in that term. In addition, a graduating student who achieves a Degree Grade Point Average (DGPA) of 3.5 or higher in their final academic evaluation will graduate on the Dean's Honour List and receive a notation indicating this on their final term transcript.

#### **Awards**

A number of scholarships, bursaries and other academic awards are available to Engineering students. For information concerning awards (prizes, scholarships, and bursaries), please visit the Faculty website. [umanitoba.ca/faculties/engineering](http://umanitoba.ca/faculties/engineering)

### 3.16 Withdrawal from Courses

The responsibility for initiating withdrawals rests solely with the student, and no voluntary withdrawals are permitted after the deadlines for voluntary withdrawal without academic penalty (see the chapter, General Academic Regulations and Requirements, of this Calendar). For documented medical or compassionate reasons, Authorized Withdrawals may be permitted by the **Dean's Office, Faculty of Engineering**.

A student who, after registering for courses, in any term, becomes ineligible to proceed in Engineering will be withdrawn from his or her courses for the effective term as well as any subsequent terms, including Summer Session.

## **Report of the Senate Committee on Instruction and Evaluation RE: Revised Academic Regulations for Bachelor of Environmental Design, Faculty of Architecture**

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### **Preamble:**

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/502.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html).
2. At its meetings on October 27, 2016 and February 16, 2017, SCIE considered a proposal from the Faculty of Architecture to revise several Academic Regulations for the Bachelor of Environmental Design program.

### **Observations:**

1. The Faculty is seeking formal approval of revisions to various regulations under which students are assessed in the program. The proposed revisions submitted by the Faculty represent current standards and practices in the program that were not previously considered by SCIE or approved by Senate.

### **Qualifications for Graduation**

1. The Faculty is proposing to change the number of credit hours required to complete a Bachelor of Environmental Design degree from successfully completing 101 credit hours of coursework to successfully completing 99 credit hours of coursework.
2. A statement has been added to set out the circumstances under which a student would be placed on Academic Suspension.

### **Dean's Honour List**

1. The Faculty is proposing to increase the minimum Term Grade Point Average required for eligibility for the Dean's Honour List from 3.5 to 4.0, as per the current practice in the Faculty. It was noted that the proposal to increase this requirement goes against the general trend to make the requirement for the Dean's Honour List less stringent. The Committee supported this change based on the Faculty's demonstration that on average 36% of the graduating class have been named to the Deans Honour List over the last 5 years.

### **Residency Requirement**

1. The Faculty is proposing that the number of credit hours required to meet the residency requirement be reduced from 67 credit hours to 66 credit hours.

2. The Faculty is proposing to include statements to specify the steps students are required to take if they wish to take time away from the program, and then return to the program after an absence.
3. As recommended by SCIE, Section IV(2) has been removed, as this refers to an admission requirement, not a residency requirement. This passage has been included in the Faculty's proposal to revise the *Admissions and Structure of Program* regulations, which were considered by the Senate Committee on Admissions at its February 21, 2017 meeting.

#### Probation and Academic Suspension

1. The Faculty clarified wording in point 2 to state that a student's status is determined at the end of the Fall and Winter examination periods.

#### Incomplete Term Work

1. Several minor wording changes were proposed. A change was proposed specifying that incomplete courses would be indicated with a letter grade of "I" where an extension has been granted. It was recommended that the title of the regulation be changed from *Incomplete* to *Incomplete Term Work*.

#### **Recommendation:**

The Senate Committee on Instruction and Evaluation recommends:

**THAT Senate approve the revisions to the following academic regulations for the Bachelor of Environmental Design program, Faculty of Architecture, effective upon Senate approval:**

- ***Qualifications for Graduation***
- ***Dean's Honour List***
- ***Residency Requirement***
- ***Probation and Academic Suspension***
- ***Incomplete Term Work***

Respectfully submitted,  
Dr. Diane Hiebert-Murphy, Chair  
Senate Committee on Instruction and Evaluation

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.



UNIVERSITY  
of MANITOBA

Faculty of Architecture

Architecture  
City Planning  
Environmental Design  
Interior Design  
Landscape Architecture

Office of the Dean  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 474-6433  
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October 3, 2016

TO: Senate Committee on Instruction and Evaluation

FROM: Jonathan Beddoes, Interim Dean  
Faculty of Architecture *J. Beddoes*

RE: ENVIRONMENTAL DESIGN PROGRAM – SUPPLEMENTARY REGULATIONS

---

In follow-up to our recent submission of updated supplementary regulations for the Environmental Design Program, please find attached the Justification for Changes, plus a clean version and track change version of the regulations.

All changes were considered and unanimously approved at Faculty Council on June 7, 2016.

JB/lk  
Attachment

**ENVIRONMENTAL DESIGN SUPPLEMENTARY REGULATIONS PROPOSED CHANGES AND JUSTIFICATION  
FOR SENATE COMMITTEE ON INSTRUCTION AND EVALUATION (SCIE)**

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**III. DEGREE PERFORMANCE REGULATIONS**

1. Qualifications for Graduation. Change in studio credit hours (per 2004/05 Academic Undergraduate Calendar). Last paragraph recognizes content within Academic Evaluation 4.1.4 in 2004/04 Undergraduate Calendar.
2. Dean's Honour List. The TGPA was raised to 4.0 (passed at Architecture Faculty Council).

**IV. RESIDENCY REQUIREMENT**

1. In response to change in studio credit hours.
2. To recognize U1 requirements and support ED reform directive.
3. Procedural clarity (per U of MB Academic Calendar 2004/05 Academic Evaluation 4.1.4).
4. Procedural clarity (per U of MB Academic Calendar 2004/05 Academic Evaluation 4.1.4).
5. Procedural clarity and to address limited enrollment.
6. To recognize university regulations in Academic Calendar Admissions.

**V. PROBATION AND ACADEMIC SUSPENSION**

2. Recognize university regulation content in Academic Evaluation in Academic Calendar.
3. Clarity of language.
4. Clarity of language.

**VI. GENERAL REGULATIONS AND POLICY**

7. Incomplete. The word "reasonably" was added to recognize that students may be suffering conditions that make it difficult for them to deliver a medical certificate expediently. The last paragraph recognizes procedures of Registrar's Office.

DATE: October 20, 2016

<b>SUPPLEMENTARY PROGRAM REQUIREMENTS, STRUCTURE OF PROGRAM, DEGREE PERFORMANCE REGULATIONS AND POLICY</b>
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### **III. DEGREE PERFORMANCE REGULATIONS**

#### **1. Qualifications for Graduation**

To be eligible for the degree of Bachelor of Environmental Design, a student must successfully complete 99 credit hours of coursework with a passing grade in each course and have attained a Degree Grade Point Average (DGPA) of at least 2.0 (C).

Students who do not achieve the minimum passing grade for each course or do not meet the 2.0 (C) Term Grade Point Average (TGPA) requirement will be permitted only one more attempt to achieve the required scholastic performance levels.

Students who fail to achieve the minimum passing grade and/or the minimum TGPA will be placed on Academic Suspension. Students who fail to achieve the minimum passing grade on the second attempt will be required to withdraw from the Environmental Design Program (see Section V below).

#### **2. Dean's Honour List**

To qualify for the Dean's Honour List a student must register for and successfully complete at least 80 per cent of a full year's coursework and attain a minimum TGPA of 4.0. The notation "Dean's Honour List" will be inscribed on the Student History.

### **IV. RESIDENCY REQUIREMENT**

1. Students must complete the last 66 credit hours of the Program at the University of Manitoba.
2. Any student considering time away from the Program must first meet with the Student Advisor and/or Program Chair to discuss their intentions.
3. Students who have been admitted to the Program and who have not been in attendance for at least one term but less than two years must inform the Student Advisor in writing before June 1<sup>st</sup> of their intention to return to the Program. Requests for a leave of absence will be reviewed by the Environmental Design Program Chair prior to approval.
4. Students who have been absent from the Program for two (2) years or more must apply for readmission through the online application process (application deadline March 1<sup>st</sup>), and must inform the Student Advisor before June 1<sup>st</sup>. Their acceptance back into the

Program will be subject to quota restrictions and compliance with existing Program requirements.

5. Coursework completed at a post-secondary institution ten (10) years prior to registration will not be considered for transfer credit.

## **V. PROBATION AND ACADEMIC SUSPENSION**

1. Failure to meet the minimum TGPA of 2.0 (C) will result in a student being placed on probation. A student with a term grade point average (TGPA) of less than 1.5 shall be required to withdraw permanently from the program.
2. A student's status is determined at the end of the Fall and Winter examination periods.
3. Students on probation are required to meet with a Student Advisor to discuss their program of studies prior to their next registration. When next assessed, students must exceed the minimum TGPA (2.0) to be removed from probation or they will be placed on academic suspension.
4. Students placed on academic suspension will be required to withdraw from the Program for a minimum of one (1) academic year. They may be required to complete a remedial program designated by the ED Program Chair. They will normally be permitted to apply for re-entry to the Environmental Design Program after one year has elapsed. Such application should be made in writing before July 1<sup>st</sup>.

**Reinstatement is not automatic**, but subject to review by the ED Program Chair.

The purpose of the remedial program is to remove the status of Academic Suspension so that he/she can complete the B.Env.D. degree or pursue career studies in another Faculty or at another university.

## **VI. GENERAL REGULATIONS AND POLICY**

### **7. Incomplete Term Work**

Students who are unable to complete the term's work prescribed in a course must contact the Instructor prior to the end of lectures for consideration (based on medical or compassionate reasons) of an Incomplete grade and a time extension for work completion.

In the event a student is unable to complete the term's work due to medical reasons, a medical certificate indicating the period of illness or time the student is able to return to classes must be submitted to the ED Program Student Advisor as soon as reasonably possible.

In no case will the satisfaction of the incomplete course requirements cause a grade to be lowered. However, if a student does not submit/present the outstanding work by the stipulated deadline, his/her opportunity to improve the grade will lapse. All courses that have outstanding course work will be given a letter grade with an "I" to indicate an extension has been granted. If outstanding work is not submitted or a time frame of three months passes, the "I" will automatically be removed and the letter grade will stand as is.

The following maximum time extensions are allowed:

August 1<sup>st</sup> for courses terminated in April  
December 1<sup>st</sup> for courses terminated in May/August  
April 1<sup>st</sup> for courses terminated in December

All registration and registration revisions must be completed in Aurora by the student through the University of Manitoba website registration before the stipulated deadlines.

Revised: January 2005  
October 2004  
Prof. C.H. Thomsen  
Coordinator, Environmental Design Program  
APPROVED by Faculty of Architecture Council on November 4, 2004

Revised: June 7, 2016  
Karen Wilson Baptist, PhD  
Chair, Environmental Design Program  
APPROVED by Faculty of Architecture Council on June 7, 2016

## SUPPLEMENTARY PROGRAM REQUIREMENTS, STRUCTURE OF PROGRAM, DEGREE PERFORMANCE REGULATIONS AND POLICY

### III. DEGREE PERFORMANCE REGULATIONS

#### 1. Qualifications for Graduation

To be eligible for the degree of Bachelor of Environmental Design, a student must successfully complete ~~99~~101 credit hours of coursework with a passing grade in each course and have attained a Degree Grade Point Average (DGPA) of at least 2.0 (C).

Students who do not achieve the minimum passing grade for each course or do not meet the 2.0 (C) Term Grade Point Average (TGPA) requirement will be permitted only one more attempt to achieve the required scholastic performance levels.

~~Students who fail to achieve the minimum passing grade and/or the minimum TGPA on the second attempt will be placed on academic suspension (See section V below).  
Students who fail to achieve the minimum passing grade and/or the minimum TGPA will be placed on Academic Suspension. Students who fail to achieve the minimum passing grade on the second attempt will be required to withdraw from the Environmental Design Program (see Section V below).~~

#### 2. Dean's Honour List

To qualify for the Dean's Honour List a student must register for and successfully complete at least 80 per cent of a full year's coursework and attain a minimum TGPA of ~~3.5~~ 4.0. The notation "Dean's Honour List" will be inscribed on the Student History.

### IV. RESIDENCY REQUIREMENT

1. Students must complete the last ~~67~~66 credit hours of the Program at the University of Manitoba.

~~2. Students seeking admission into the second year of the Program on the basis of work completed elsewhere must have the equivalent coursework and scholastic achievement levels to be admitted and to proceed to the second year. A portfolio review will be part of the admission process.~~

~~3.2. Any student considering time away from the Program must first meet with the Student Advisor and/or Program Chair to discuss their intentions. Students who have been admitted to programs where there is limited enrollment who have not been in attendance for two (2) years or more must make a formal application to re-apply to the Student Advisor before June 1<sup>st</sup>. Their acceptance back into the program will be subject to quota restrictions and compliance with existing program requirements.~~

3. Students who have been admitted to the Program and who have not been in attendance for at least one term but less than two years must inform the Student Advisor in writing before June 1<sup>st</sup> of their intention to return to the Program. ~~Coursework completed at a post-secondary institution ten (10) years prior to registration will not be considered for transfer credit.~~ Requests for a leave of absence will be reviewed by the Environmental Design Program Chair prior to approval.
4. Students who have been absent from the Program for two (2) years or more must apply for readmission through the online application process (application deadline March 1<sup>st</sup>), and must inform the Student Advisor before June 1<sup>st</sup>. Their acceptance back into the Program will be subject to quota restrictions and compliance with existing Program requirements.
- 4.5. Coursework completed at a post-secondary institution ten (10) years prior to registration will not be considered for transfer credit.

## V. PROBATION AND ACADEMIC SUSPENSION

1. Failure to meet the minimum TGPA of 2.0 (C) will result in a student being placed on probation. A student with a term grade point average (TGPA) of less than 1.5 shall be required to withdraw permanently from the program.
2. A student's status is determined at the end of ~~each term following final examination t~~he Fall and Winter examination periods.
3. Students on probation are required to meet with a Student Advisor to discuss their program of studies prior to their next registration. When next assessed, students must exceed the minimum TGPA (2.0) to be removed from probation or they will be placed on academic suspension.
4. Students placed on academic suspension will be required to withdraw from the Program for a minimum of one (1) academic year. They may be required to complete a remedial program designated by the ED Program Chair. They will normally be permitted to apply for re-entry to the Environmental Design Program after one year has elapsed. Such application should be made in writing before July 1<sup>st</sup>.

**Reinstatement is not automatic**, but subject to review by the ED Program Chair.

The ~~prime~~ purpose of the remedial program is to remove the status of Academic Suspension ~~so~~ that he/she can complete the B.Env.D. degree or pursue career studies in another Faculty or at another uUniversity.

## VI. GENERAL REGULATIONS AND POLICY

## 7. Incomplete Term Work

Students who are unable to complete the term's work prescribed in a course must contact the Instructor prior to the end of lectures for consideration (based on medical or compassionate reasons) of an Incomplete grade and a time extension for work completion.

In the event a student is unable to complete the term's work due to medical reasons, a medical certificate indicating the period of illness or time the student is able to return to classes ~~should~~must be submitted to the ED Program Student Advisor as soon as reasonably possible.

In no case will the satisfaction of the incomplete course requirements cause a grade to be lowered. However, if a student does not submit/present the outstanding work by the stipulated deadline, his/her opportunity to improve the grade will lapse. All courses that have outstanding course work will be given a letter grade with an "I" to indicate an extension has been granted. If outstanding work is not submitted or a time frame of three months passes, the "I" will automatically be removed and the letter grade will stand as is.

The following maximum time extensions are allowed:

August 1<sup>st</sup> for courses terminated in April  
December 1<sup>st</sup> for courses terminated in May/August  
April 1<sup>st</sup> for courses terminated in December

All registration and registration revisions must be completed in Aurora by the student through the University of Manitoba website registration before the stipulated deadlines.

Revised: January 2005  
October 2004

Prof. C.H. Thomsen  
Coordinator, Environmental Design Program  
APPROVED by Faculty of Architecture Council on November 4, 2004

Revised: June 7, 2016  
Karen Wilson Baptist, PhD  
Chair, Environmental Design Program  
APPROVED by Faculty of Architecture Council on June 7, 2016



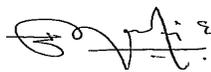
UNIVERSITY  
OF MANITOBA

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MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir Jayas, Vice-President (Research and International) and Chair, Senate Committee on University Research 

DATE: March 9, 2017

SUBJECT: Proposal to convert a Professorship to a Chair – Bryce Douglas Chair in Finance

Attached is the proposal to convert the Bryce Douglas Professorship in Finance to the Bryce Douglas Chair in Finance. The Vice-President (Academic) and Provost, and the Senate Committee on University Research (SCUR), have endorsed this proposal, in accordance with the University's policy on *Chairs and Professorships*.

Please include this report and recommendation on the next Senate agenda. Please feel free to contact me should you require any further information.

Thank you.

DSJ/nis  
Encl.

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.



UNIVERSITY  
OF MANITOBA

Office of Provost & Vice-President (Academic)

208 Administration Building  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone (204) 480-1408  
Fax (204) 275-1160

Date: January 26, 2017

To: Digvir Jayas, Vice-President (Research and International)

From: Janice Ristock, Provost and Vice-President (Academic)

Re: Proposal for a Chair in Finance

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On behalf of the I. H. Asper School of Business, Dr. Michael Benarroch has submitted a proposal to convert the currently externally funded Bryce Douglas Professorship in Finance to the Bryce Douglas Chair in Finance.

The policy on Chairs and Professorships specifies that:

- (1) Chairs are established to advance the University's academic goals and objectives;
- (2) Chairs be funded by way of an endowment or through annual expendable gifts for at least five years, or by a combination of endowment and annual expendable gifts;
- (3) Chairs shall normally be attached to a department, faculty school, college, centre or institute and the goals of the Chair shall be consistent with that unit;
- (4) The establishment of a Chair normally shall not be tied to the appointment of a particular person;
- (5) Individuals appointed to the Chair shall normally have the academic qualifications commensurate with an appointment at the rank of Assistant Professor, Associate Professor, or Professor; and
- (6) The initial term of the appointment of the chair shall be 3 to 5 years, and if renewal is permitted, such renewal shall be subject to a successful performance review and the availability of funds.

The proposed Chair satisfies the above requirements. Funding will be derived from a \$3 million endowment.

I support this proposal from the I. H. Asper School of Business and request that it be presented to the Senate Committee on University Research for consideration and recommendation to Senate and, in turn, the Board of Governors.

If you have any questions or concerns, I would be pleased to meet with you.

cc. Michael Benarroch



UNIVERSITY  
OF MANITOBA

Asper School of Business

January 20, 2017

Dr. Janice Ristock  
Provost and Vice-President (Academic)  
University of Manitoba  
210 Admin Bldg

Dear Dr. Ristock

Attached please find a proposal to convert the current externally funded Bryce Douglas Professorship in Finance to the Bryce Douglas Chair in Finance at the I.H. Asper School of Business.

The purpose of the Chair is to provide academic and professional leadership in the area of finance within the Asper School of Business, the University of Manitoba, the Manitoba business community, and the academic community. The intent is to foster original high-quality research focused on finance and contribute to undergraduate and graduate teaching in the area of finance.

This Chair will be appointed at the rank of Associate or Full Professor in Department of Accounting and Finance within the Asper School of Business. The selection of the individual to the Chair shall be done in accordance with normal University of Manitoba policies on academic hiring and the University of Manitoba/University of Manitoba Faculty Collective Agreement.

The establishment of the Chair is made possible by a donation to the University of Manitoba from Mr. Bryce W. Douglas. The gift is intended to grow the current Bryce Douglas Professorship Endowment Fund from \$1M to \$3M thereby allowing for a conversion of the current Professorship to a Chair.

The annual income will fund salary, research and related expenditures in support of academic excellence in the field of finance, including the support of graduate students. Our Faculty Council has unanimously endorsed the creation of a Chair in Finance.

I look forward to your response in due course. Please let me know if you require any additional information.

Sincerely yours,

Michael Benarroch, PhD  
Dean and CPA Manitoba Chair in Business Leadership

Michael Benarroch, PhD  
Dean and CA Manitoba Chair in Business Leadership  
314 Drake Centre  
181 Freedman Crescent  
Winnipeg, Manitoba  
Canada R3T 5V4  
Telephone 204-474-9712  
Fax 204-474-7928  
Email: Dean\_AasperSchool@UManitoba.ca



## **Proposal for Chair in Finance**

### **Terms of Reference**

**January 2017**

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#### **1.1 Type of Appointment**

**Chair**

#### **1.2 Name of Chair**

**Chair in Finance (hereafter the "Chair")**

#### **1.3 Purpose and Objectives of Chair**

**The purpose of the Chair is to provide academic and professional leadership in the area of finance within the Asper School of Business, the University of Manitoba, the Manitoba business community, and the academic community.**

**The Chair in Finance will:**

- **Foster original high-quality research focused on finance;**
- **Contribute to undergraduate and graduate teaching in the area of finance**
- **Provide financial support for graduate research student(s) interested in conducting research focused on finance.**
- **Attract research partners (academic and/or industry)**
- **Assume a leadership role in finance initiatives in the Asper School of Business**

#### **1.4 Relationship of the goals of the Chair to the Proposing Unit**

**The individual awarded the chair will be a faculty member appointed in the Department of Accounting and Finance in the I.H. Asper School of Business.**

#### **1.5 Method by which Chair will be funded**

**The Chair in Finance Fund at the University of Manitoba will support Chair in Finance. The income of the endowment fund shall be allocated in accordance with the policies of the University of Manitoba and will contribute support to the scholarly activities, and salary and benefits of the Chair.**

**The endowment fund is made possible by a donation to the University of Manitoba from Mr. Bryce W. Douglas. The gift is intended to enhance education in the field of finance.**

## 1.6 General and Specific required academic qualifications of the candidates or nominees

In accordance with the Procedures and Mechanisms for establishing Chairs at the University of Manitoba, individuals appointed to the Chair in Finance shall have the following qualifications:

- Academic qualifications commensurate with an appointment at the rank of Associate Professor or Professor
- Minimum degree requirement of PhD in relevant or foundational discipline
- Established research program with evidence of ongoing research productivity in finance-related research
- Demonstrated evidence of external research grant funding
- Demonstrated evidence of successful graduate supervision
- Recognized internationally as a leader in the field of finance

The following academic qualifications are desirable, but not required:

- Demonstrated leadership activities in finance-related initiatives

## 1.7 Term of appointment and provisions for reappointment

The chair holder will have a tenure-track or tenured appointment at either Associate Professor or Professor level.

Each appointment to the Chair in Finance will be limited to a term appointment of five years (renewable).

The appointee shall be a full-time employee of the University of Manitoba.

The selection of the individual to the Chair will be done in accordance with normal University of Manitoba policy on academic hiring and the University of Manitoba/University of Manitoba Faculty Association Collective Agreement.

The Chair selection committee should include, but is not restricted to, the following members:

- Dean, Asper School of Business (or designate)
- Head, Department of Accounting & Finance - In the event that the Head is a candidate for the Chair after the inaugural appointment, the Dean will designate an alternative tenured faculty member to serve on the selection committee
- At least one tenured faculty member who conducts finance-related research

A successful performance review will provide evidence of the following:

- High-quality peer-reviewed publications

- Leadership in the area of Finance
- Effective teaching and supervision of graduate research students
- Successful research-grant submissions from recognized sources (e.g., SSHRC, NSERC, CIHR).
- Attract research partners (academic and/or industry)
- Play a leadership role in finance initiatives in the Asper School of Business
- Assume academic leadership roles outside the university of Manitoba

The title of the Chair will appear on the business cards, publications, conference papers, public communications, and all other university publications and the like relating to the appointee.

The Chair will make a public lecture within the first year of the Chair appointment.

#### **Preamble**

Bryce W. Douglas, former Deputy Chairman of RBC Capital Markets, led the investment banking industry in his innovation, reliability, integrity and professionalism, and played a major role in the recruitment and mentorship of many business school graduates in corporate finance.

Mr. Douglas is establishing the Chair in Finance in order to raise the profile of the I.H. Asper School of Business, increase the scope and quality of the finance program, and enhance the University's reputation for excellence in finance.

#### **1.8 Other provisions unique to Chair**

- 1) The duties and responsibilities of the individual appointed to the proposed Professorship will be in accordance with the University Policy and Procedures on Chairs and Professorship
- 2) Annual reporting requirements shall also be in accordance with the University Policy on Chairs and Professorships. The appointee will provide an annual report of his/her activities to the Dean, the Office of the Vice President (Academic) and Provost and the Office of the Vice-President (Research) and International by July 1 of each year following the appointment to the Chair.
- 3) In accordance with University Policy, the annual performance of the professor will be reviewed in the same manner as other faculty members. The Dean of the Asper School of Business shall be responsible for initiating and coordinating any reappointment review process and for recommending on reappointment.
- 4) The appointment of the Chair will be made on the recommendation of the Department of Accounting & Finance and shall be conducted in accordance with the University policy in Academic Appointments and the guidelines for the establishment of Chairs/Professorships.

- 5) It is understood that the Chair would be structured with a five-year maximum term with an option of renewal subject to satisfactory performance of the incumbent.
- 6) The annual income from the endowment will fund salary, research and may also fund a stipend. The annual income will fund high priority work projects, research and related travel and expenditures in support of academic excellence in the field of management, including the support of graduate students. A minimum \$40,000 will be allocated to research with at least \$22,500 of this amount allocated to support graduate students. The value of the stipend cannot exceed \$20,000.



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### MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir Jayas, Vice-President (Research and International)  
and Chair, Senate Committee on University Research 

DATE: March 9, 2017

SUBJECT: Periodic Review of Research Centres and Institutes: Centre for Human Rights  
Research (CHRR)

Attached is the report on the Centre for Human Rights Research (CHRR) conducted by the Senate Committee on University Research (SCUR), according to the Policy on Research Centres, Institutes, and Groups.

Please include this report and recommendation on the next Senate agenda. Please feel free to contact me should you require any further information.

Thank you.

DSJ/nis  
Encl.

Cc: Karen Busby

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

THE SENATE COMMITTEE ON UNIVERSITY RESEARCH  
REPORT ON THE REVIEW OF THE  
CENTRE FOR HUMAN RIGHTS RESEARCH (CHRR)

**Preamble:**

1. The Policy for *Research Centres, Institutes and Groups*, stipulates that all research centres/institutes be reviewed by the Senate Committee on University Research (SCUR) on a periodic basis but not less than once every 5 years. Accordingly, and following the approval by Senate of this Policy, the Senate Committee on University Research established a schedule for the review of all research centres/institutes.
2. For each research Centre/institute identified for review, a sub-committee of the Senate Committee on University Research was established. In accordance with the Policy, the task of each sub-committee was to recommend to SCUR on whether a formal, independent review committee should be struck to conduct a full review. If a sub-committee was of the view that a full review of a specific research centre/institute was not warranted, it was further charged with recommending to SCUR on the continuance or termination of the research centre/institute.

**Observations:**

1. The review process followed that which is outlined in section 2.8 of the Procedure, and involved a review of annual reports of the centre/institute as well as a report prepared by the research centre/institute director which contained:
  - (a) A description of how and why the centre/institute has achieved or revised its original objectives; a detailed listing of its research and training accomplishments; a current membership list; and a detailed financial statement;
  - (b) a five-year plan which identifies future research directions and development strategies;
  - (c) letters indicating continued support for the research/centre institute from appropriate department heads and faculty/school deans/directors; and
  - (d) the names of individuals who could provide external assessments of the research centre/institute.
2. The membership of this sub-committee was as follows:
  - Chair:** Dr. John Doering
  - Member:** Dr. Liqun Wang
  - Member:** Ms. Kathryn Marcynuk

3. The assessment of the sub-committee is as follows:

(a) The extent to which the research centre/institute has fulfilled:

(i) The general objectives of research centre/institutes as stipulated under the Policy:

The Centre for Human Rights Research (CHRR), herein after referred to as “The Centre”, has fulfilled the general objectives of a research centre as defined under the relevant governance policy. The Centre was established on April 1, 2012 and has operated on a continuous basis since its inception. Human Rights (and Social Justice) is one of the University’s Strategic Research Themes<sup>1</sup>.

Staff in The Centre include a Director, a Manager, and an Office Assistant (0.5 FTE). An Advisory Board, consisting of two faculty members from the faculties of Arts, Law, Social Work, and Education advise the Director on matters relating to policy for The Centre.

The Centre draws together approximately 45 faculty members spanning 12 University of Manitoba faculties as well as The University of Winnipeg and the Canadian Museum for Human Rights.

(ii) Its specific objectives, as indicated on its establishment:

The Centre for Human Rights Research (CHRR), has the following mission:

*to bring together people and organizations – both within and outside the University of Manitoba – to:*

- *enhance interdisciplinary and collaborative research capacity;*
- *create richer training opportunities for students; and*
- *facilitate the fusion of research-driven knowledge, public policy and intellectual debate on issues related to human rights and social justice.*

And the following objectives:

- *Enhance interdisciplinary and collaborative research capacity in focus areas: water as a human right; documenting human rights; Indian residential schools and truth and reconciliation; and sexual and reproductive rights;*
- *Facilitate research-driven public debate on contemporary human rights issues;*
- *Create human rights research training opportunities for students; and*
- *Work towards stable long-term funding.*

To achieve these objectives, The Centre has undertaken research regarding: drinking water as human right on First Nations communities, co-edited a book on the Canadian Museum for Human Rights, and collaborated to established the National Centre for Truth and Reconciliation. Researchers affiliated with The Centre have produced 3 books, 6 book chapters, 10 academic papers, 1 course curriculum, 4 videos, and 20 newspaper columns.

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<sup>1</sup> The University of Manitoba – Strategic Research Plan 2015-2020

- (b) Highlight past research training and funding of the centre. Discuss the appropriateness of its proposed five-year plan for future research directions and development strategies:

The Centre has provided training opportunities for 4 postdoctoral fellows (through its collaboration with the H20 program), 15 Ph.D. students, 26 Master's students, 65 law students, and 35 undergraduate students. The Centre has been involved in a significant number of research dissemination initiatives.

The Centre has received 1.95 M\$ in research funds from the Tri-Agencies (*i.e.*, NSERC, SSHRC, CIHR) since its inception. It has a baseline budget of 188 k\$/yr. It is worth noting that The Centre has 1.9M\$ in external funding, which is larger than the University's investment to date of 1.6M\$, yielding a net return on investment.

The Centre has put forward a five-year plan during a period of fiscal challenge for the University. Despite assuming reductions to the baseline budget in future years, the budget presented increases modestly over the next five years based on securing funds from other sources.

- (c) Its current and projected financial viability

The Centre notes that if it *“is unable to secure more research grants that allow salary cost recovery, it will be necessary to progressively eliminate some CHRR activities.”* The Centre goes on to note *“So far, CHRR has leveraged more than \$1 in external funds for every \$1 invested in the centre by the university. However, this is unlikely to continue unless CHRR focuses on the science and health-related research that is most likely to attract million-dollar grants rather than on the most pressing local and international human rights issues.”*

### **Recommendation:**

The Senate Committee on University Research recommend to Senate:

**THAT the *Centre for Human Rights Research*, be renewed for a term of 5 years, from April 1, 2017 through to March 31, 2022.**



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### MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir Jayas, Vice-President (Research and International)  
and Chair, Senate Committee on University Research 

DATE: March 10, 2017

SUBJECT: Periodic Review of Research Centres and Institutes: Health Leisure and Human  
Performance Research Institute (HLHPRI)

Attached is the report on the Health Leisure and Human Performance Research Institute conducted by the Senate Committee on University Research (SCUR), according to the Policy on Research Centres, Institutes, and Groups.

Please include this report and recommendation on the next Senate agenda. Please feel free to contact me should you require any further information.

Thank you.

DSJ/nis  
Encl.

Cc: Douglas Brown, Dean  
Todd Duhamel, Director

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

THE SENATE COMMITTEE ON UNIVERSITY RESEARCH  
REPORT ON THE REVIEW OF THE  
**HEALTH LEISURE AND HUMAN PERFORMANCE RESEARCH INSTITUTE (HLHPRI)**

**Preamble:**

1. The Policy for *Research Centres, Institutes and Groups*, stipulates that all research centres/institutes be reviewed by the Senate Committee on University Research (SCUR) on a periodic basis but not less than once every 5 years. Accordingly and following the approval by Senate of this Policy, the Senate Committee on University Research established a schedule for the review of all research centres/institutes.
2. For each research centre/institute identified for review, a sub-committee of the Senate Committee on University Research was established. In accordance with the Policy, the task of each sub-committee was to recommend to SCUR on whether a formal, independent review committee should be struck to conduct a full review. If a sub-committee was of the view that a full review of a specific research centre/institute was not warranted, it was further charged with recommending to SCUR on the continuance or termination of the research centre/institute.

**Observations:**

1. The review process followed that which is outlined in section 3.3.1 of the Policy, and involved a review of annual reports of each centre/institute as well as a report prepared by each research centre/institute director which contained:
  - A description of how and why the centre/institute has achieved or revised its original objectives; a detailed listing of its research and training accomplishments; a current membership list; and a detailed financial statement;
  - a five-year plan which identifies future research directions and development strategies;
  - letters indicating continued support for the research/centre institute from appropriate department heads and faculty/school deans/directors; and
  - the names of individuals who could provide external assessments of the research centre/institute.

2. The membership of this sub-committee was as follows:

Dr. Tony Iacopino, Dean, College of Dentistry (Chair)  
Dr. Pawan Singal, Director Institute of Cardiovascular Sciences  
Dr. Robert Hoppa, Associate Dean, Faculty of Arts

3. The assessment of the sub-committee was as follows:
  - (a) The extent to which the research centre/institute has fulfilled:
    - (i) the general objectives of research centres/institutes as stipulated under the Policy; and
    - (ii) its specific objectives, as indicated on its establishment;
  - (b) The appropriateness of its proposed five-year plan for future research directions and development strategies and;
  - (c) Its current and projected financial viability

The report does a very nice job of identifying the achieved objectives of the HLHPRI which are to facilitate, conduct and disseminate research to promote health, leisure and human performance. This is being accomplished through multiple programs including the Research Seminar Series, Graduate Student Discussion Series, Research Day, In-Motion Partnership, continuing education credit for professionals who attend HLHPRI events each year, and a series of workshops providing introductory research skills and knowledge for students, research staff and faculty members. The Institute has shown significant progress over its lifetime and specifically within the last five years with regard to growth in the number of affiliates and graduate students as well as increased collaboration among affiliates and graduate students from the Faculty of Kinesiology and Recreational Management and Applied Health.

Total grant and research contract funding has reached a significant level and seems to have stabilized at that high level during the last five years. There has been significant growth in the number of publications (and publications in highly regarded journals) during the same reporting period. This is an impressive record of accomplishment. Even though the present Director (Dr. Todd Duhamel) is new in the role (beginning July 1, 2016), he appears to be providing effective immediate leadership. Going forward, although the goals of the HLHPRI remain the same, and a five-year plan as well as baseline funding support are very nicely laid out in this report, national and international networking in the recent past and in the future could be further emphasized. More detailed development of the plan in this area may be useful for facilitating further growth of funding and publications.

The report includes many strong letters of support that validate the value of the HLHPRI to its members and larger University. The letter from Dean Douglas Brown of the Faculty of Kinesiology and Recreational Management (FKRM) is particularly incisive, instructive and constructive. Among several suggestions, he is proposing to enhance synergies between “the activities of the Institute and the fundamental activities of FKRM” in the areas of research and graduate student education. He is also proposing that the HLHPRI create a more distinct profile and greater presence. In this regard, the subcommittee suggests additional discussions between the HLHPRI Director and the Dean to further develop the strategic plan going forward. While the Dean is willing to provide more resources to enhance programs in strategic areas, these areas should be clearly defined and agreed upon by all stakeholders. This committee

suggests that the plan could look at including specific steps and actions to ensure that the HLHPRI achieves significant national and international presence going forward.

**Recommendation:**

**THAT the *Health Leisure and Human Performance Research Institute (HLHPRI)* be renewed for a term of 5 years, from June 1, 2017 through May 31, 2022.**



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MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir Jayas, Vice-President (Research and International)  
and Chair, Senate Committee on University Research 

DATE: March 10, 2017

SUBJECT: Periodic Review of Research Centres and Institutes: Manitoba Centre for Nursing  
and Health Research (MCNHR)

Attached is the report on the Manitoba Centre for Nursing and Health Research conducted by the Senate Committee on University Research (SCUR), according to the Policy on Research Centres, Institutes, and Groups.

Please include this report and recommendation on the next Senate agenda. Please feel free to contact me should you require any further information.

Thank you.

DSJ/nis  
Encl.

Cc: Bev O'Connell, Dean  
Bev Temple, Associate Dean Research

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

THE SENATE COMMITTEE ON UNIVERSITY RESEARCH  
REPORT ON THE REVIEW OF THE  
**Manitoba Centre for Nursing and Health Research (MCNHR)**

**Preamble:**

1. The Policy for *Research Centres, Institutes and Groups*, stipulates that all research centres/institutes be reviewed by the Senate Committee on University Research (SCUR) on a periodic basis but not less than once every 5 years. Accordingly and following the approval by Senate of this Policy, the Senate Committee on University Research established a schedule for the review of all research centres/institutes.
2. For each research centre/institute identified for review, a sub-committee of the Senate Committee on University Research was established. In accordance with the Policy, the task of each sub-committee was to recommend to SCUR on whether a formal, independent review committee should be struck to conduct a full review. If a sub-committee was of the view that a full review of a specific research centre/institute was not warranted, it was further charged with recommending to SCUR on the continuance or termination of the research centre/institute.

**Observations:**

1. The review process followed that which is outlined in sections 2.6 to 2.13 of the Procedures, and involved a review of annual reports of each centre/institute as well as a report prepared by each research centre/institute director which (as per section 2.8 of the Procedures) contained:
  - a) A description of how and why the centre/institute has achieved or revised its original objectives; a detailed listing of its research and training accomplishments; a current membership list; and a detailed financial statement;
  - b) a five-year plan which identifies future research directions and development strategies;
  - c) letters indicating continued support for the research/centre institute from appropriate department heads and faculty/school deans/directors; and
  - d) the names of individuals who could provide external assessments of the research centre/institute.
2. The membership of this sub-committee was as follows:

Dr. Andrew Halayko, Professor, Rady Faculty of Health Sciences (Chair)

Dr. Gary Glavin, Associate VP Research, Vice-President (Research & International) Office

Dr. Jason Leboe-McGowan, Professor, Faculty of Arts

3. The assessment of the sub-committee was as follows:

*Extent to which the research centre/institute has fulfilled:*

- (i) *The general objectives of research centres/institutes as stipulated under the Policy; and*
- (ii) *Its specific objectives, as indicated on its establishment;*

MCNHR is the only Manitoba research centre focused on collaborative nursing and health research, and is integral to the academic and research mission of the College of Nursing, with Dr. Beverly Temple serving both the Associate Dean Research and, since January 2016, as Leader of MCNHR (Dr. Diana Clarke was MCNHR Leader from 2011-2015). *In the opinion of the sub-committee there has been an effective transition of leadership that has retained continuity of the strategic priorities of the centre.* This has ensured that the centre is meeting the general objectives of research centres/institutes stipulated under the Policy for Research Centres, Institutes and Groups.

MCNHR is continuing to be successful in growing nursing research in Manitoba and is contributing to a growth in research dollars awarded to nurse researchers. Recent underpinnings for such progress include strategic partnership development. Letters from partners laud the unique leadership of MCNHR in advancing and promoting high caliber research in the province. There is enhanced collaboration with other health sciences colleges, facilitated through work with Dr. Peter Nickerson, Vice Dean Research, Rady Faculty of Health Sciences. This is fostering integration and utilization of existing research supports in the Rady Faculty of Health Sciences to promote research and research training in MCNHR. *Through such initiatives, in the opinion of the sub-committee, MCNHR is meeting the specific objectives developed at inception and for 2008-2015 strategic plan.* The centre is meeting the relevant and meaningful objectives set in its 2008-2015 strategic plan and is well positioned to continue an upward trajectory in the forthcoming 5 years.

*Past research training and funding of the centre. Appropriateness of its proposed five-year plan for future research directions and development strategies;*

In the five year period from 2011-2015, members of the MCNHR have published 341 peer reviewed publications, 30 book chapters and 7 books. From 2011-15 MCNHR members submitted 261 grant funding applications, with a mean success rate of 57% (peak success 67% in 2012; success in 2015 57%). Since revising its membership categories in 2011, MN students and PhD students with advisors from College of Nursing thus are granted automatic MCNHR membership as Graduate Student Affiliates. The MCNHR has 111 graduate students from the Masters and PhD Programs in the College of Nursing, the PhD Program in Applied Health Sciences and Interdisciplinary PhD Programs. *In the opinion of the sub-committee, the MCNHR and its members demonstrate excellent achievement in graduate training, research productivity and in acquiring external grant funding.*

MCNHR appears to be playing a needed and critical leadership role in building nursing research capacity across the province, concomitantly fostering and promoting student engagement in research. In appended letters, MCNHR faculty members specifically acknowledge assistance with grant applications and awards as being a crucial benefit in fostering success. This includes enhancements for academic and professional development of students to the benefit of research programs and, of course, the students. Overall, there is significant evidence that resources within the MCNHR are directly contributing to increasing research activity and the quality of scholarship

in nursing research. The new plan includes a cohesive and feasible set of objectives and initiatives that should support continued growth in multiple areas, including: Conduct of Research; Knowledge Translation; Collaborations in Nursing and Health Research; Visibility of Research; and Research Training.

The new plan includes initiatives to promote stronger integration of the MCNHR with the College of Nursing and the Rady Faculty of Health Sciences. This will be engendered by the dual role of MCNHR leader, Dr. Temple, as CP Research in the College of Nursing. As highlighted in the new plan, integration is critical given expectations for significant faculty renewal (retirement) in the next five years, thus the new plan will position MCNHR to support new researchers in an increasingly competitive grant funding climate, and as a “carrot” to attract promising new researchers, and perhaps established researchers to the College of Nursing. *One piece that is not fully developed in the new plan is the establishment of a formal mentorship program for new recruits affiliated with the MCNHR. In the opinion of the sub-committee, MCNHR could explore developing a mentorship plan for existing and future new faculty recruits, perhaps investigating means of integration with existing programs in the Rady Faculty of Health Sciences and institute partners (eg. Children’s Hospital Research Institute of Manitoba).* Success in the new plan is also linked to a vision of building interdisciplinary collaborative teams across Colleges in the Rady Faculty of Health Sciences, thereby advancing capacity of MCNHR, its researchers and trainees, to address health issues from the cell and molecular level to knowledge translation. This it to be further supported by emerging partnerships with platforms at the George and Fay Yee Centre for Health Care Innovation to build knowledge synthesis, knowledge translation and patient engagement platforms in MCNHR. Overall, the new plan identifies strategies to increase impact of limited resources, expand on partnerships, and for critical assessment of areas for investment and expansion. In the sub-committee’s opinion the new plan is consistent with the Policy for Research Centres, Institutes and Groups, and aligns with strategic plans of the University of Manitoba, Rady Faculty of Health Sciences, and the College of Nursing. *The Centre may want to explore adding external persons to the advisory board. The Centre could also consider semi-annual advisory board meetings that could include members external to Manitoba to ensure ongoing assessments and guidance in refining strategic decisions and recommendations are provided.*

#### *Current and projected financial viability.*

From its Operating Budget, the College of Nursing Operating Budget supports MCNHR operations with approximately \$250,000 annually. This is associated with over \$1.5 million of annual external research support that is administered annually by the College of Nursing. *In the opinion of the sub-committee this is very good return on investment.* From the Indirect Costs Program (ICP), the College of Nursing also directs approximately \$25,000 - \$40,000 annually to the MCNHR to expand and support research grant proposal development services for faculty members. MCNHR has developed an Endowment/Trust Income account that provides sufficient investment income to support up to 2 Research Grant applications of up to \$7,500 annually. MCNHR also provides research services (research assistance services, project coordination, online survey administration, and statistical consultation) on a fee-for service basis that generated \$316,475 income between 2011 and 2015 (~\$81,000 in 2015). *In the opinion of the sub-committee, the current and planned financial plan for sustainability is **not** at risk or in jeopardy of catastrophic collapse. The sub-committee suggests that MCNHR consider playing a lead pro-active role in facilitating and supporting members for success in obtaining significant external awards for research and scholarly infrastructure (eg. Canada Foundation for Innovation; CIHR network/team*

*grants). Success in this area will create core resources to the benefit of many MCNHR members – faculty and students.*

**Recommendation:**

**THAT the Manitoba Centre for Nursing and Health Research be renewed for a term of 5 years, from April 1 2017 through March 31, 2022.**



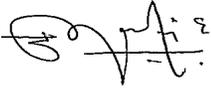
UNIVERSITY  
OF MANITOBA

OFFICE OF THE  
VICE-PRESIDENT (RESEARCH  
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www.umanitoba.ca/research

MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir Jayas, Vice-President (Research and International) and Chair, Senate Committee on University Research 

DATE: March 9, 2017

SUBJECT: Periodic Review of Research Centres and Institutes: Centre for Earth Observation Science (CEOS)

According to the Policy on *Research Centres, Institutes, and Groups*, research centres and institutes will undergo reviews approximately every five years. The Centre for Earth Observation Science has requested an extension for the review of the Institute.

The Senate Committee on University Research, at its March 9, 2017 meeting, moved to recommend the Institute continue in its present form until December 1, 2017.

Please include this recommendation on the next Senate agenda. Please feel free to contact me should you require any further information.

Thank you.

DSJ/nis

Cc: Tim Papakyriakou, Director

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.



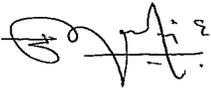
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### MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir Jayas, Vice-President (Research and International)  
and Chair, Senate Committee on University Research 

DATE: March 9, 2017

SUBJECT: Periodic Review of Research Centres and Institutes: Centre for Professional and Applied Ethics

According to the Policy on *Research Centres, Institutes, and Groups*, research centres and institutes will undergo reviews approximately every five years. The Centre for Professional and Applied Ethics has requested an extension for the review of the Institute.

The Senate Committee on University Research, at its March 9, 2017 meeting, moved to recommend the Institute continue in its present form until December 1, 2017.

Please include this recommendation on the next Senate agenda. Please feel free to contact me should you require any further information.

Thank you.

DSJ/nis

Cc: Neil McArthur, Director

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

## **Recognition and Educational Services Agreement between the University of Manitoba (the “University”) and the International College of Manitoba (“ICM”)**

### **PREAMBLE**

1. In 2007, the University entered into ten-year agreement with Navitas Canada Holdings Limited (“Navitas”), a company wholly owned by IBT (Canada) Pty Ltd, a 100% subsidiary of Navitas Limited of Australia. In Manitoba, the company operates as the International College of Manitoba (ICM). On October 20, 2011, Navitas’ name was changed to International College of Manitoba Limited.
2. The current agreement between the University and ICM expires on December 31, 2017.
3. The President committed that any proposed renewal of the agreement with ICM would come before Senate for approval.
4. The University and ICM completed a progress report and evaluative review of the ICM Program (the “ICM Review Document”) together with an in-depth review of the current agreement. Based on this review, the University began the process of discussing the terms and conditions of a renewal that would replace the existing agreement and extend the relationship between the University and ICM.
5. The relationship between ICM and the University has grown and matured over the last 10 years. While there have been challenges, the relationship has proven to be viable and beneficial for the University community. An improved, more comprehensive agreement, that specifically addresses previously raised issues, will provide for an enhanced operational framework that will build upon the current relationship and allow for improvements moving forward.

### **OBSERVATIONS**

#### **1. *Relationship between the University and ICM***

- International College of Manitoba Limited, trading as International College of Manitoba, is a company duly incorporated under and pursuant to the laws of the Province of British Columbia, registered to conduct business in the Province of Manitoba, and wholly owned by Navitas.
- The relationship between the University and ICM is governed by contract. The University and ICM are not partners, joint venturers or members of a joint enterprise, nor is the relationship of principal and agent created. The proposed agreement is now explicit that the arrangement between the University and ICM is not a partnership. Therefore, ICM bears the financial and legal risk for offering the ICM Program. The fees paid to the University are not based on the profitability of the ICM Program (or ICM in general); they are fixed percentage fees stipulated in the agreement.

- Pursuant to the agreement, ICM recruits and offers a range of academic and other supports to international students who, because of English language proficiency and/or academic standing, would not ordinarily be eligible for direct admission to the University. The University provides services and facilities in support of ICM’s teaching and learning role, for which ICM pays a royalty fee. The University also provides academic oversight of the university-level courses offered by ICM. The objective of the agreement between the University and ICM is to increase the quality, quantity, preparedness, success, and diversity of international students attending the University.

## 2. **ICM Program**

- Details of the ICM Program are set out in the ICM Review Document. To summarize, there are two programs offered by ICM:
  - **University Transfer Program I (UTP I)**, designed to help students who have not achieved results deemed equivalent to Manitoba grade 12, and to meet UTP II entry requirements. Completion does not provide credit toward a degree at the University; and
  - **University Transfer Program II (UTP II)**, university-level courses based on our curriculum, taught and moderated by University-approved instructors, and assessed by University academic units as equivalent to their first-year courses.
- The ICM Program is designed to address the unique challenges of international students. It provides the acclimatization that they require, thereby ensuring their academic and social readiness for continued success in university-level studies. The program comprises study skills development embedded within rigorous academic course content, high levels of social and academic support and intensive English language instruction, if required.
- To ease students’ transition to the Canadian academic environment, the ICM Program provides:
  - small class sizes and additional instruction time;
  - a high degree of interaction between the instructors and students; and
  - adaptive instruction with a strong emphasis on group work, presentations and peer assessment.
- To further enhance student success, the ICM Program places strong emphasis on academic honesty and learning in a Canadian environment. This is augmented by psycho-social supports to aid students in adapting to their new environment and developing healthy social networks.

## 3. **Alignment with Institutional Priorities**

- The ICM Program was introduced prior to *Taking Our Place: The University of Manitoba Strategic Plan 2015-2020*. However, the University’s relationship with ICM and the ongoing program strongly supports the second goal under ‘Inspiring Minds through innovative and

quality teaching’, that is, to ‘Optimize enrolment with an appropriate mix of undergraduate, graduate, Indigenous, and international students for Manitoba’s research university.’

- ICM’s enrollment has grown from an initial intake of 33 students, in September 2008, to approximately 1,300 by September 2016. This growth has contributed to the University meeting and surpassing its initial international student target of 10% of total undergraduate enrolment—this target is now in the process of being revised. By November 2015, international students comprised 16.2% of the UM student population and ICM graduates made up 20% of these students.
- It should be noted that while the initial rate of growth in enrolments has slowed, current international events—most notably the effect of Brexit and the recent American elections—may result in increased international student interest and enrollments generally in Canada. This is addressed in the proposed agreement by introducing a mechanism to review enrollment targets annually going forward.
- The ICM program has played a significant role in increasing the number of international students on campus, increasing the diversity of the international student population, and through the success of these students strengthening our international reputation as a provider of relevant and high quality programs.

#### 4. ***Financial Benefits to the University***

- The University of Manitoba, along with all publically funded institutions in Manitoba, is facing a future of significant funding and budgeting challenges, along with potentially mandated fiscal restraints. For some, the preference may be to create an internal program that would hopefully create the same results as the ICM Program. However, the costs that would be incurred to create, resource, and maintain such a complex program internally would be beyond the current abilities of the University. ICM is an international company that specializes in bridge programming for international students who want to study abroad. The relationship between the University and ICM has proven to be positive, both from a program outcome and a financial perspective.
- In the context of provincial funding constraints, revenue generated from the agreement with ICM provides additional flexibility for participating units to invest in needs, such as graduate student support. For the broader University, the availability of these royalties facilitates the realization of more strategic projects, such as the Learning Commons development. It should be noted that ICM royalties do not cover UTP II course delivery costs, such as consumables, instructors, TAs and graders—these are paid by ICM. As well, the revenue provided by the ICM Program to date needs to be considered in the context of the strong enrolment growth experienced since inception in 2007 to December 2015. At current enrolment levels, these revenues will accumulate significantly.

- Revenues generated by the University from the agreement with ICM are significant. Financial contributions to the University are three-fold and set out in more detail in the ICM Review Document:
  - **Royalty Fees:** Each term ICM pays royalty fees to the University in the form of a percentage of ICM gross revenues, as specified in the Third Schedule of the proposed agreement. The royalty fees paid to the University are over and above payments made to the English Learning Centre (ELC), and for the professors teaching ICM courses, which are paid directly by ICM. Since the inception of ICM, the annual contract royalty payments have continued to grow, with the 2016 annual payment reaching \$4.1 million. Royalty fees during the period covered by the accompanying report, 2007 to December 2015, accumulated to \$14.4 million. Including the most recent remittance in January 2017, royalties since September 2008, have now accumulated to \$18,217,388.
  - **Other Fees:** Each term ICM pays agreed fees to the University for ICM student access to the University for a variety of student services, including access to the University libraries and recreation facilities. ICM students also pay a technology fee each term.
  - **Tuition:** ICM students that subsequently transfer to the University generate significant revenues through tuition and the differential fees payable for the duration of their undergraduate degree studies at the University. Since these are students who would not otherwise have been admitted to the University, these follow-on fees are truly additional revenues for the University. The registration of qualified students from the ICM program at the University from 2008 – 2016 has resulted in over \$47.1 million in revenue for the University.
- The revenues generated by the University under the agreement benefit the University community in many ways, including:
  - University faculties are reimbursed from the fee payments for delivering courses in the UTP II program. \$3.4 million of the revenue has been transferred directly to faculties during the period of 2008-2016.
  - \$8.6 million of these fee payments have supported capital projects such as the Learning Commons, upgrades to St. Paul's College and renovations to the Fitzgerald Building.
  - The technology fee has accumulated to \$876,913, which has been directed to the Technology Endowment Fund and, used for the repayment of loans taken for larger projects, such as the campus WIFI project.
  - Future revenues flowing from ICM royalties, assuming steady state enrolment at the current level, have the potential to address a number of high impact strategic initiatives over the term of a new contract.
  - ICM also contributes revenues external to the current agreement, for example,
    - Through the recently negotiated membership of ICM students to the UM Active Living Center—this has been built into the new contract.
    - To December, 2015, ICM has contributed approx. \$2,958,646 to the ELC and IEP programs for English language instruction.

- Contribution to instructors' salaries from inception (2007) to end of current term exceeds \$10,000,000. Currently, 84% of ICM's instructors teaching UTP II courses are teaching or have taught for the University or another Manitoban university. This additional income is important to these instructors, some of whom are graduate students in University programs.
- Contributions to Student Residences arising from ICM student use of those facilities has accumulated to \$2,200,000.

## 5. *Discussion about the ICM Program*

While offering a number of benefits, the operation of ICM at the University has presented some challenges, which are listed below. These challenges have been the subject of discussion during annual presentations to Senate addressing ICM operations and periodically in discussions with ICM through the International College of Manitoba and University of Manitoba Academic Advisory Council ("AAC").

### **Questions**

A number of questions have been asked about the quality of the ICM Program and students, which are addressed below:

- **Non-Preferential Program Access:** ICM students who successfully complete 30 credit hours of UTP II courses are eligible to apply for admission to University undergraduate degree programs, subject to meeting all admissions requirements, including those for specific university-level courses, and meeting the minimum GPA levels required for admission to the relevant program, on the same basis as all other international student applicants. No guarantee of admission to competitive entry programs or those subject to an international quota is provided. As such no preferential program access is provided; ICM graduates have to compete on merit, particularly in programs such as Engineering and Asper that limit international student admissions.
- **Quality Assurance:** The proposed agreement contains provisions to ensure the integrity of the ICM Program:
  - University Departments or Faculties provide oversight and liaise with ICM to ensure that UTP II courses conform to University academic standards. They also ensure that instructors are properly qualified and that assessment procedures are appropriate.
  - Course results are reviewed by the AAC each term and reported to Senate annually.
- **Academic Integrity:** There is some evidence, both within the University and other universities within Canada, that the incidence of academic misconduct, relative to domestic students, tends to be higher on average among international students as a cohort. Notwithstanding, there is no definitive evidence that ICM graduates experience rates of academic misconduct higher than the rest of the international student cohort at the University. This is posited as arising from a variety of factors related to cultural norms, language attainment, and adaptation to a very different educational setting in Canada.

ICM takes issues of academic misconduct seriously and works hard to ensure students are taught how to appropriately cite and collaborate on academic work. Students are provided this information at pre-departure (prior to arriving in Canada) in the ICM Student Handbook, upon arrival at orientation, in a specialized introductory class (ILS-Interactive Learning Series) mandatory for all students, at the start of each course, in workshops offered during the term, and on a remedial basis, as necessary.

In addition to education about appropriate academic conduct, ICM provides advising supports and study and organizational skills instruction to help their students adapt to the Canadian environment.

As noted in the Review document, academic misconduct at ICM is recorded as first, second, and third offense, with penalties associated with each.

Academic misconduct statistics are reviewed each term at the AAC, and prior to the introduction in 2015 of a mandatory workshop for students submitting plagiarised materials (at the request of AAC), academic misconduct was reported for, on average, 4-5% of students in ICM courses (with 80% first time offences, dominated by plagiarism and inappropriate collaboration). During the Fall 2016 term, twenty-eight ICM students were linked with incidents of academic misconduct, representing approximately 2.16% of ICM student population, down from 4.40% in the previous term. AAC will continue to monitor this behavior.

ICM graduates transferring to the University become part of the broader body of international students and, as such, are included in discussions about the experience of a relatively higher incidence of academic misconduct amongst international students.

- **Academic Performance:** Outcomes for ICM Graduates entering the University compared to other the University international students, for the period from inception to December 2015 are presented in the accompanying ICM Review Document. As well, comparative GPA statistics are presented annually at Senate. The available evidence suggests that on aggregate ICM graduates perform about as well as other international students with respect to progression, graduation, and GPA. However, while we continue to undertake this exercise, there are significant differences between ICM students and international students admitted directly to the University. As opposed to the latter, prior to entering the University programs ICM students have not met the University required admission standards—that is the purpose of the UTP II program. Additionally, when comparing progression data it needs to be recognized that ICM students are not able to transfer in courses from previous work completed at international universities (because of the aforementioned eligibility issue), as such, time to completion, on average, would be expected to be longer than that of comparison group.

### ***Improvements to Agreement***

Concerns were raised about the current agreement with ICM that have been addressed in the proposed agreement:

- **Academic Freedom:** a section has been added to the proposed agreement recognizing the importance of academic freedom within the ICM Program, and whereby ICM commits to the principles of academic freedom.
- **Recruiting Practices:** The proposed agreement places an obligation on ICM to inform students that they are not students of the University. Further, on January 1, 2016, The International Education Act (“IEA”) and its associated regulations, including the Code of Practice and Conduct Regulation (the “Regulations”) were introduced. The IEA has two main purposes:
  - to protect international students attending educational institutions in the province from potential fraud and negligence; and
  - to promote Manitoba’s reputation as a high quality destination for international study by providing a measure of quality assurance through the IEA.

ICM is a designated education provider under the Act. Not only is ICM legally compelled to comply with the Act and Regulations, it is also responsible for conveying the contents of the Regulation to their staff recruiters and to the contracted agents associated with ICM.

- **ICM use of facilities and resources:** Recognizing that the use of University facilities and resources increases with ICM student enrollment, the proposed agreement gives the University control over maximum levels of student enrollment. This is important for the University to manage available facilities and resources. For 2015-16, ICM programs were assigned 10 full day (8 am to 10 pm) and 4 half day (1:30 pm – 5:30 pm) classrooms. The former were located in the Fitzgerald Building (5), St. Paul’s College (4), and the Education Building (1). Classroom assignments for the latter were accommodated in Education, Russell, Tier, Architecture II, Machray Hall, Engineering II, and St. Paul’s College (most rooms are used only one afternoon per week). The University Registrar has noted that we have sufficient teaching space inventory to accommodate the ICM programs.
- **Intellectual Property:** the proposed agreement reaffirms that ownership of course materials and any other works produced by University instructors are governed by the collective agreement (or University Policy in the case of a non-UMFA member).
- **Financial expense to the University:** Instructional space rental costs paid to both St. John’s and St. Paul’s colleges total just over \$222,000 from 2008 to 2016. Other expenses include audiovisual equipment rental, as well as other minor expenses totaled less than \$35,000 over the period. Combined, these expenses represent roughly 1.8% of the total revenue collected during the period. Although overhead costs exist as part of the ICM program, these are mainly fixed expenses such as amortization, principle and interest, electricity, and heating expense, which would exist without ICM. Further, the proposed agreement charges ICM for flow-through utility charges assessed to other units on campus (e.g. telephone and postage), and rental rate charges should the royalty fees payable to the University fall below a threshold of equivalent value.

- **Risk Management:** Robust risk management provisions have been added to the proposed agreement to mitigate financial and/or legal risk to the University, such as:
  - Expanding the scope of the indemnity and insurance clauses;
  - Terms and conditions around use of the facilities, including protections for the University with respect to assignment and relocation of space, retention of ownership, reasonable use, damage to property, liens, and prohibition of assignment or subletting of space.
  - a minimum fee payable to the University based on usage of administrative square footage;
  - the ability to terminate the agreement under specified terms and conditions, such as default.

## 6. ICM Review Document

- To support Senate’s discussions about the agreement, a comprehensive report on ICM’s operations since inception has been prepared and is included herewith.
- The report outlines the mechanisms in place to ensure that all course features related to design, delivery, and assessment meet University standards and equivalency. The course moderation process provides for departmental review and approval of instructor credentials, course syllabi, examinations, and final grades.
- The report also outlines a variety of outcomes, including those related to students’ academic performance within the ICM Program, benchmarks against other cohorts of students, instructor attitudes, and student satisfaction.
- Lastly, the report sets out the financial contributions of the ICM Program to the University.

## 7. Conclusion

The University and ICM completed a progress report and evaluative review of the ICM Program and a thorough analysis of the current agreement, taking into consideration how the ICM Program and arrangement between the parties has matured and changed since 2007. The University considered things such as:

- The increased student enrollment (and therefore increased use of facilities);
- Fine tuning and changes to program administrative that have occurred over the years; and
- The role of the committees and lines of communication.

The University also looked back on previous concerns raised by the University community over the years.

It was important to ensure that the ICM Program and proposed agreement:

- Not only protects the University from legal and financial risks;
- But also reflects the realities of the current arrangement and addresses concerns of the University community.

The relationship between the University and ICM is essential to providing a learning environment rich with diversity and opportunity. Having a successful and recognized program onsite at the University that provides international students with a pathway to post-secondary education is fundamental to the future success of many international students.

The relationship between the University and ICM has been enhanced through a mutual program review that recognized and acknowledged the past and ongoing challenges faced by both institutions. With this in mind, and with a more robust and comprehensive agreement in place, we can move forward with compatible goals and approaches to success.

## **8. Recommendation**

That the Senate recommend the Recognition and Educational Services Agreement between the University of Manitoba and ICM be renewed.

Respectfully submitted,

Janice Ristock,  
Provost and Vice-President (Academic)

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

The structure of the new Agreement closely mirrors that of the one currently in place, with several important additions. The following provides a section-by-section summary of highlights.

Current Agreement	Proposed Agreement
RECITALS	
<p>The section includes three enumerated elements which indicate that:</p> <ul style="list-style-type: none"> <li>• The Pathway will offer a range of educational services and the University will provide facilities and services, in consideration for which ICM will pay fees;</li> <li>• Pathway students that successfully complete UTP II will be eligible to apply to the University and receive Transfer Credits; and</li> <li>• This agreement will form the basis of the relationship.</li> </ul>	<p>The renewed Agreement reiterates the prior recitals and adds a new one noting that this agreement replaces the agreement currently in effect.</p>
SECTION I – Definitions And Interpretation	
<p>The section provides definitions for 23 different terms used throughout the agreement.</p>	<p>The same terms appear in the proposed Agreement.</p> <p>Two have been renamed for added clarity:</p> <ul style="list-style-type: none"> <li>• “Semester” becomes “Term;” and</li> <li>• “Program” becomes “University Program.”</li> </ul> <p>Five additional terms have been added:</p> <ul style="list-style-type: none"> <li>• “Facilities,” in reference the new Schedule Six (see below);</li> <li>• “ICM Programs,” to differentiate from University Program;</li> <li>• “JSAB,” in reference to the new entity in Section Seven (see below);</li> <li>• “Mandatory Fees,” reference those paid by all students for access to services and facilities;</li> <li>• “University ESL Programs,” to differentiate from University Program and ICM Programs.</li> </ul>
<p>A clause on interpretation is included to clarify how the agreement is to be understood.</p>	<p>The clause on interpretation is restated, with the addition of a reference to the Schedules that form part of the new Agreement (see below).</p>
SECTION II – AGREEMENT TERM	
<p>The section outlines a term commencing</p>	<p>The new Agreement commences on the date it is</p>

Current Agreement	Proposed Agreement
December 1, 2007 and ending December 31, 2017.	signed by both parties and expires on December 31 <sup>st</sup> , 2028,
SECTION III – Core Agreement	
The section has a brief overview of the relationship which, similar to the recital, indicates that the UNIVERSITY will provide facilities and access to undergraduate curriculum to the Pathway, that the Pathway will deliver courses in accordance with the agreement and pay fees to the University in consideration for the facilities and services it provides.	The clause is restated, noting the co-operative relationship.
OBLIGATIONS OF THE COLLEGE	
<p>This section stipulates that the Pathway shall:</p> <ul style="list-style-type: none"> <li>• Cooperate with the University on courses eligible for transfer credit that will be fully articulated;</li> <li>• Provide for a program that students may complete in two terms;</li> <li>• Have entry criteria as outlined (see Second Schedule, below);</li> <li>• Ensure access to and completion of non-credit English and math studies for students requiring it;</li> <li>• Meet the minimum class contact hours per week;</li> <li>• Ensure students meet the University’s prerequisite requirements for taking any given course;</li> <li>• Engage instructional staff that meet requirements for appointment at the University;</li> <li>• Be responsible for all Pathway employees, including instructional staff;</li> <li>• Require evaluation and achievement of students consistent with the University;</li> <li>• Ensure that students are aware of their status vis-à-vis the Pathway and the University, access to University services (per Fifth Schedule, below) and University policies (for which the University maintains absolute discretion);</li> </ul>	<p>The clauses are restated in the new agreement, with the following changes:</p> <ul style="list-style-type: none"> <li>• ICM is required to collect Mandatory Fees (see Section II, above) from students and remit them to the university;</li> <li>• The provision referencing University property has been amended to reference the new Fifth Schedule (see below);</li> <li>• A new provision has been included requiring ICM to extend academic freedom to its instructors in a manner similar to that which the University provides its instructors.</li> </ul>

Current Agreement	Proposed Agreement
<ul style="list-style-type: none"> <li>• Provide a fair grade appeal process separate from the University appeals process;</li> <li>• Charge tuition fees at a level comparable to the University;</li> <li>• Offer ancillary (i.e. non-credit) courses;</li> <li>• Offer no other programs that imply an affiliation with the University without its approval;</li> <li>• Be responsible for administrative practices for student records, classes and examinations, tuition and fees, hiring and termination of staff; equipment and document handling, and student advising;</li> <li>• Pay fees to the University (per Third Schedule);</li> <li>• Conduct an annual audit of revenues and fees and provide it to the University upon request;</li> <li>• Prepare all promotional material and seek approval of the University for same where it refers – expressly or by inference – to the University;</li> <li>• Advise the University of legal action taken against ICM which could give rise to action against the University, provide documentation related thereto when requested by the University, and inform the University of any potential claims which may involve a claim against the University;</li> <li>• Make no alterations or improvements to the University property;</li> <li>• Permit the University representatives to attend any course;</li> <li>• Be responsible for the conduct of all persons on the University campus at the invitation of ICM (e.g. students, staff, instructors); and provide a list of all staff (including instructors);</li> <li>• Comply with all applicable laws and with the policies of the University and provide evidence of compliance upon request;</li> <li>• Require that students have comprehensive health insurance;</li> <li>• Honor the University’s agreements with</li> </ul>	

Current Agreement	Proposed Agreement
<p>exclusive service providers on campus.</p>	
<p><b>INDEMNITY AND INSURANCE</b></p>	
<p>This section outlines ICM’s indemnification of the University for any costs the University incurs in relation to gross negligence or non-performance. This section also requires ICM to maintain and all relevant insurance policies with limits and coverage acceptable to the University.</p> <p>As well, ICM is required to produce documentation of same upon request.</p>	<p>The proposed agreement contains all of the basic provisions of the current agreement, but is significantly expanded to specify in further detail each of the provisions of the current agreement.</p>
<p><b>OBLIGATIONS OF THE UNIVERSITY</b></p>	
<p>This section stipulates that the University shall:</p> <ul style="list-style-type: none"> <li>• Ensure that there is a course coordinator in place for each department with whom the Pathway can consult;</li> <li>• Each term, make available a recruitment or admissions officer to advise Pathway students on University programs of study and credit transfers;</li> <li>• Provide sufficient facilities and equipment to the Pathway including classrooms,</li> </ul>	<p>The clauses are restated in the new agreement, with the following changes:</p> <ul style="list-style-type: none"> <li>• A new provision has been added requiring the University to appoint a senior employee to act as a liaison between ICM and the University;</li> <li>• The two current provisions on teaching and administrative space have be collapsed into one and condensed, referring instead to the new and more detailed Sixth Schedule;</li> </ul>

Current Agreement	Proposed Agreement
<p>audiovisual equipment, software (where feasible), internet connectivity, library access, and administrative space, with chargebacks for which other units are assessed (e.g. telephone and postage).</p> <ul style="list-style-type: none"> <li>• Include the Pathway as a study option in its materials for prospective students who would not be able to enter the University directly;</li> <li>• Provide the Pathway licence to promote course as eligible for transfer credit to the University;</li> <li>• In the event that the agreement is terminated, provide arrangements for students to complete their program of study.</li> </ul>	<ul style="list-style-type: none"> <li>• A new provision is added noting that the University will not otherwise establish a similar Pathway program; and</li> <li>• A new provision is added indicating that the University will support and share the evaluation of Pathway students' performance.</li> </ul>
<b>MUTUAL COVENANTS</b>	
<p>This section stipulates that both parties agree that:</p> <ul style="list-style-type: none"> <li>• The University will provide Equivalency Audit services and that grades may be adjusted accordingly;</li> <li>• Pathway graduates may apply for admission to the University on a competitive basis (i.e. admission is not guaranteed) and receive Transfer Credit in the appropriate degree program;</li> <li>• A joint Academic Advisory Committee will be created comprising majority representation by the University, with the purpose of reviewing and providing advice to the University and the Pathway on the academic program;</li> <li>• Marketing costs incurred by either party may be billed to the other where a prior agreement has been reached;</li> <li>• The agreement does not imply any relationship beyond that specified and that the ICM is responsible for its own employees and related costs and obligations;</li> <li>• Each party is responsible for their own taxes;</li> <li>• The agreement may be terminated by</li> </ul>	<p>The clauses are restated in the new agreement, with the following changes:</p> <ul style="list-style-type: none"> <li>• A new Joint Strategic Advisory Board has been formed comprising equal representation of senior administration of both the University and ICM, with the purpose of holding annual discussions on issues related to the agreement, delivery of student services, student transitions, and emerging opportunities and threats;</li> <li>• A new provision in which both parties will work to facilitate students' entry into required ESL programs (as required), their participation in social activities, and transition into the Pathway academic program; and</li> <li>• The marketing provision has been expanded to provide for joint marketing efforts if and when both parties agrees this is so desired.</li> </ul>

Current Agreement	Proposed Agreement
<p>either party under specified terms and conditions;</p> <ul style="list-style-type: none"> <li>Each party retains ownership of its own intellectual property and where new material is created is shall vest jointly between the specified party and/or the employed author, consistent with current University policies and agreements;</li> <li>ICM will consider itself to be an “educational body” under FIPPA, and either party may share information in confidence, subject to required disclosure under the law.</li> </ul>	
GENERAL	
<p>This section includes several general provision outlining that</p> <ul style="list-style-type: none"> <li>The agreement will be governed by the laws of Manitoba;</li> <li>Provisions are severable;</li> <li>Amendments may be made by mutual agreement;</li> <li>Mediation and Arbitration may be used to resolve disputes;</li> <li>Waivers must be provided in writing;</li> <li>Approvals by either party are at their discretion;</li> <li>Both parties will make good faith efforts to fulfill the agreement;</li> <li>Neither party can assign its rights or obligations;</li> <li>Each party will bear its own costs;</li> <li>The agreement may be executed in counterparts; and</li> <li>Formal notice must be in writing and delivered in person or by mail.</li> </ul>	<p>The clauses are restated in the new agreement, with the following added provisions:</p> <ul style="list-style-type: none"> <li>Each party assures it has full legal capacity to enter into the agreement and its obligations and undertaken due diligence;</li> <li>A <i>force majeure</i> provision;</li> <li>A provision noting that the University is not in a joint enterprise with ICM, nor a partnership;</li> <li>ICM will not register title against any University lands; and</li> <li>Provisions on indemnity and responsibility for taxes survive the agreement until no longer required by law.</li> </ul>
FIRST SCHEDULE – Rules for the ICM Programs	
<p>Detailed terms and conditions of the program, namely that:</p> <ul style="list-style-type: none"> <li>The Pathway programs will be structured to allow for student progression into the University degree programs;</li> <li>There will be two programs: the</li> </ul>	<p>The clauses are restated in the new agreement, with the following added provisions:</p> <ul style="list-style-type: none"> <li>The programs are renamed to UTP Stage I and UTP Stage II;</li> <li>Students who successfully complete the UTP II program with a minimum 2.0 GPA will be eligible to apply for admission to</li> </ul>

Current Agreement	Proposed Agreement
<p>Foundation Studies Program for non-credit courses (e.g. Grade 12 pre-requisites) and UTP for for-credit university courses;</p> <ul style="list-style-type: none"> <li>• Students will complete 30 credit hours of University-approved courses;</li> <li>• The Pathway programs will generally reflect the University’s practices and the University will provide notice of changes that may impact Pathway programs;</li> <li>• Students who have successfully completed 30 credit hours and meet the University admission requirements will be admitted with applicable transfer credits; and</li> <li>• Student may be permitted to complete up to a maximum of 60 credit hours within the Pathway.</li> </ul>	<p>the University with transfer credit;</p>
<b>SECOND SCHEDULE – Admission Criteria</b>	
<p>Detailed admission criteria for the program are listed in this Schedule.</p> <ul style="list-style-type: none"> <li>• the Pathway is responsible for recruiting and admitting students under the terms of this schedule.</li> <li>• Provides for annual review of admissions criteria;</li> </ul>	<ul style="list-style-type: none"> <li>• New clauses have been added to reflect admission to the UTP Stage I and AES programs, including a detailed table of English competency criteria;</li> <li>• Recruitment targets have been set and will be determined on a go-forward basis by the JSAB.</li> <li>• Provides that the University will endeavour to give 12 months’ notice of changes to admissions criteria.</li> </ul>
<b>THIRD SCHEDULE – Fees</b>	
<p>Outlines the fees to be paid to the University for the UTP course.</p>	<ul style="list-style-type: none"> <li>• The fee structure has been expanded and now includes separate fees for UTP I, UTP II and AES courses.</li> </ul>
<b>FOURTH SCHEDULE – Schedule of Requirements for Course Co-ordination</b>	
<p>Notes the commitments of the University to designate Course Coordinators and outlines the duties of same. More information on this process is provided in Appendix 14 of the attached report to Senate.</p>	<ul style="list-style-type: none"> <li>• Deans are now responsible for the appointment of course coordinators for courses eligible for Transfer Credit;</li> </ul>

Current Agreement	Proposed Agreement
FIFTH SCHEDULE – Access to University Services	
Notes that Pathway students will have access to the University services, pay a fee for same, and produce a student ID card when accessing services.	<ul style="list-style-type: none"> <li>• Specifies that this excludes the services offered by UMSU or any other third party.</li> </ul>
SIXTH SCHEDULE – Facilities	
There was no Sixth Schedule in the original agreement.	<p>Notes that the University will provide the use of facilities exclusively for the sole purposes of the fulfillment of the terms of the agreement, and also provides non-exclusive use of common areas.</p> <p>Provides all standard protections for the University with respect to assignment and relocation of space, retention of ownership, reasonable use, damage to property, liens, and prohibition of assignment or subletting of space.</p> <p>Also provides for flow-through utility charges assessed to other units on campus (e.g. telephone and postage), and rental rate charges should payments to the University (under the Third Schedule) fall below a threshold of equivalent value.</p>

# ICM Review Document for Senate

For the Period 2008-09 to 2015-16

FINAL

*March 3, 2017*

## Executive Summary

The International College of Manitoba (ICM) delivers pathway programs for primarily international students who would not normally qualify for direct entry to the University of Manitoba (UM). ICM students who successfully complete the ICM program are eligible to apply for transfer to UM and if they meet prescribed admissions criteria will be granted transfer credits for university courses completed at ICM. While at ICM, students pursue their studies in a supportive environment that includes small class sizes, extended teaching hours, additional learning assistance and social-emotional support in their transition to living and studying in Canada. ICM's intensive learning experience familiarizes students with Canadian university teaching and learning styles, academic expectations, writing standards, and English language usage. Students also receive help in locating housing and assistance in adapting to the Canadian culture and the University's learning environment. ICM helps students who are far from friends and family, and who are often living on their own for the first time, to build the supportive social networks that are necessary for success in postsecondary studies.

ICM has been in partnership with UM since December 2007, with the first students arriving in September 2008. From inception to December 2015, 1,720 students have successfully completed the ICM program with a minimum 2.0 GPA. Of these students, there were 1,610 that subsequently registered at the U of M in a degree-seeking program, by Winter 2016.

This report outlines the contractual relationship between ICM and UM. It describes the quality control measures that ensure that course content, instructor qualifications, all course work including final examinations and the overall approval process for assessing student performance and outcomes meet the academic standards for the same courses offered by UM. The report also describes professional development opportunities provided to instructors at ICM and includes their feedback on teaching experiences at the College. It outlines the support and programming available to students to facilitate their adaptation to the Canadian cultural and academic context. Data on ICM student enrolment, academic attainment, and satisfaction with the program are reported. The performance of ICM students after transfer to the UM is compared with that of international students who were admitted under direct entry to UM programs.

Overall, this report demonstrates that the viability of ICM programs, faculty support, and student achievement are high. Student numbers have grown significantly since its inception in 2007, and ICM transfer students' academic performance in UM programs has compared favorably with direct entry international students. Students and faculty report high levels of satisfaction with the teaching and learning support provided by ICM. Student satisfaction with extracurricular support is high. While these indicators of quality are gratifying, like all things they can be improved upon. ICM continually assesses the program together with UM to ensure that high standards are maintained while seeking further opportunities for innovation and improvement.

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## 1. Introduction and Background

### a. Rationale for the Relationship

In the Spring of 2007, UM began formal negotiations with Navitas that resulted in the signing of a contract in December of that year. At that time, one of the UM's strategic goals was to increase international student numbers to comprise at least 10 per cent of its undergraduate population.

UM's Academic Strategic Plans have always placed special emphasis on student success. In 2007, the Provost, Robert Kerr, reported that "35-40% of international students are unsuccessful at the end of their first year. For those international students who are not required to participate in English language training at the University prior to admission (those admitted on the basis of their English Language Test Scores) the failure rate is 52%"<sup>1</sup>.

The University felt that it was critical to provide a less difficult transition to university study for international undergraduate students. The International College of Manitoba (ICM) was seen as one way to accomplish this.

Moreover, the establishment of ICM was expected to strengthen UM's efforts to internationalize the institution and to diversify the international undergraduate student body.

### b. Summary of Academic Framework

In 2007, UM entered into an agreement with Navitas Canada Holdings Limited, a company incorporated under the laws of British Columbia and registered in the Province of Manitoba. Navitas Canada Holdings Limited is wholly owned by IBT (Canada) Pty Ltd, a 100% subsidiary of Navitas Limited of Australia, formerly known as IBT Education Limited. In Manitoba, the company operates as the International College of Manitoba (ICM). On October 20, 2011, Navitas Canada Holdings Limited was changed to International College of Manitoba Limited.

ICM recruits and offers a range of academic and other supports to international students who, because of English language proficiency and/or academic standing, would not ordinarily be eligible for direct admission to UM. UM provides services and facilities in support of ICM's teaching and learning role, for which ICM pays a royalty. UM also provides academic oversight of the university-level courses offered by ICM. The objective of the agreement between UM and ICM is to increase the quality, quantity, preparedness, success, and diversity of international students attending the UM.

### c. Programs Offered by ICM

ICM offers the following two programs:

- **The Foundation Studies Program, also referred to as University Transfer Program Stage I (UTP I):** This is a pre-university program designed to help students meet UTP II entry requirements (i.e. course pre-requisites). Completion of this program does not entitle students to any credit toward a degree at UM. UTP I courses may be viewed as equivalent to Grade 12 courses only for

<sup>1</sup> Minutes of the Senate Meeting held on January 9, 2008, pg. 4.

the purposes of progressing to UTP II programs. Approximately 10 percent of ICM students are registered in the UTP I program in any given term.

- **The University Transfer Program Stage II (UTP II):** This program consists of university-level courses based on UM curriculum, taught and moderated by UM-approved instructors, and assessed by UM academic units as equivalent to their first-year courses. The UTP II program is designed to prepare students for success in UM degree programs. Upon successful completion of 30 credit hours of UTP II courses with a minimum grade point average of 2.00, students are eligible to apply for transfer to UM. These courses are fully transferrable to undergraduate degree programs at UM; many other universities in Canada also accept these courses for transfer credit.

Students are admitted to UTP II only if they have completed appropriate course work at the secondary level equivalent to Manitoba Grade 12 with an entrance score marginally below that set for direct entry to UM, but which is mutually agreed to between ICM and UM's Admission Office.

#### d. Academic Advisory Council

The International College of Manitoba and University of Manitoba Academic Advisory Council (AAC) advises UM and ICM regarding the UTP II program and manages the academic relationship between the two partners. The membership of this Council comprises equal numbers appointed by UM and by ICM, plus a council Chair appointed by UM.

The AAC is a key point of liaison between ICM and UM and has four main functions:

1. Provide advice to ICM and UM on the academic operations of ICM.
2. Review the activities of ICM.
3. Monitor student achievement.
4. Report annually to Senate via UM President.

The role of this Council is reviewed in Section 5 below. The complete Terms of Reference for the Council can be found in Appendix 1.

#### e. Academic Responsibilities

##### **University of Manitoba**

Instructors of UTP II courses must be approved in advance by the relevant Deans of Faculties or Heads of academic departments of UM.

To ensure that each UTP II course meets UM's academic standards and therefore qualifies for transfer credit to UM programs, the UM Dean of the relevant Faculty is responsible for appointing a Course Coordinator who, in turn, is responsible for:

- ensuring the instructor is qualified to teach the course according to the standards of the UM department;
- reviewing the UTP II course outline, including the proposed assessment components, to ensure they meet departmental standards;

- providing occasional advice regarding course content and assessment standards to the UTP II instructor;
- ensuring equivalency of assessment standards by reviewing a sample of assignments and/or final examinations; and
- reviewing the final course grades to ensure these are consistent with UM norms.

### **International College of Manitoba**

ICM operates in ways consistent with UM’s normal teaching and learning practices. In particular, ICM:

- ensures that students have access to supplementary non-credit courses, and, if required, ensures that students satisfactorily complete such courses;
- ensures that students enrolled in UTP II courses have met the required prerequisite(s);
- ensures that each UTP II course has no fewer contact hours than the University’s equivalent course;
- engages sufficient numbers of instructional staff to offer the UTP II program, and ensures that all instructional staff meet the threshold requirements for appointment to a similar UM position;
- ensures that students are evaluated in UTP II courses using similar assessment methods and meet levels of achievement that are consistent with those required by UM in its equivalent courses;
- provides a fair grade appeal process to students in UTP II courses—see Appendix 9, ICM Academic Handbook, section 5.5;
- charges students in UTP II courses tuition fees that are comparable to those charged to international students in equivalent courses offered by UM; and
- is responsible for the conduct of ICM staff and students on campus.

#### **f. Admission to the University and Transfer Credits**

ICM students who successfully complete 30 credit hours of UTP II courses are eligible to apply for admission to undergraduate degree programs offered by UM, subject to:

- meeting all admissions requirements including those for specific university-level courses;
- meeting the minimum GPA required for admission to the relevant program; and
- understanding that UM cannot guarantee admission of ICM graduates as admission to UM is competitive and may be subject to quota (usually Faculty-specific).

If an ICM student is admitted to UM, transfer credits are awarded for completed UTP II courses, all of which have been evaluated by the relevant academic department as equivalent to corresponding UM courses. In cases where ICM students are not admitted to a particular Faculty (such as Engineering) because of limits on the number of international students, ICM works with the Faculty and the student to explore options at other Canadian universities.

#### g. Rules for the Operation of UTP II Courses

UTP II courses follow UM's policies and practices with respect to prerequisites, co-requisites, progression, and exemptions. ICM monitors changes in UM policies and practices and calendar requirements.

#### h. University Services and Facilities

ICM students are provided access to UM services such as libraries and counseling services that are available to UM students. Access is provided at fees similar to those paid by UM students.

ICM classes are held in various UM buildings in accordance with UM's classroom booking system. ICM uses UM laboratories for its Science course offerings. Oversight of the use of these laboratories is provided by University personnel.

UM's Admissions Office works closely with ICM staff to ensure a smooth transition of suitably qualified ICM students to UM programs. At least once per term, a recruitment officer or admissions officer advises ICM students on the University's undergraduate programs. Advisors from various faculties also meet with ICM students as they consider which UM programs to join after completing their studies at ICM.

As part of the agreement, UM currently provides nine offices in University Centre for the administration of ICM.

#### i. Quality Assurance

ICM strives to ensure that the quality of the student experience at ICM is high. Accordingly, a number of quality assurance programs have been implemented to assist in assessing and increasing, where necessary, the quality of programming, instruction, and student experience. Subsequent sections of this report indicate steps taken by ICM to assure that ICM courses and processes meet UM's high standards of quality—Section 5 below outlines some of these quality assurance practices.

## 2. The Learning Environment at ICM

ICM programs provide a bridge between secondary school and university studies, primarily for international students who do not meet the admission standards for direct entry to UM. ICM offers students the opportunity to complete university-level courses based exclusively on UM's curriculum.

### a. Student Diversity

ICM is characterized by a wide range of diversity within its student body. Students are distinguished not only by their national and cultural origins but also by significant variability of their:

- first language;
- approach to learning;
- academic expectations;
- prior academic attainment; and
- motivation.

This diversity provides a rich and rewarding learning and teaching environment for students and instructors. It also generates challenges that students and instructors must overcome if students are to be successful.

ICM admission requirements are slightly lower than UM for English language proficiency and for high school grades. This means that the risk associated with taking students who are below the minimum UM admissions requirement is assumed by ICM. ICM students who transfer to UM must demonstrate their eligibility to enter UM which ensures that UM gets students who have demonstrated an ability to succeed. ICM students are still required to meet the minimum entrance requirements to any UM program as approved by Senate, prior to transferring to the institution.<sup>2</sup>

### b. Distinctive Teaching and Learning Environment

ICM addresses the challenges that international students may encounter through a holistic, student-centred approach to their teaching and learning experience, which starts at pre-departure and continues through to their transition to the mainstream university program. Facilitating this process are a variety of support programs and systems, which are outlined further in this document.

ICM's teaching philosophy embodies the following values and principles:

- respect for diversity;
- adaptation to the learning needs of students;
- emphasis on scholarly inquiry and lifelong learning; and
- encouragement for students to become independent learners.

Access to UM facilities and participation in the UM student community provide ICM students with a seamless transition to their future studies at the UM.

ICM also believes that a supportive learning environment extends beyond academic instruction and embraces general student welfare, with programming provided to meet these needs. In this regard, ICM

<sup>2</sup> For information on Program Admission Requirements at the University of Manitoba, please visit <http://umanitoba.ca/student/admissions/application/program-admission-requirements.html>.

surveys its students regularly and adapts its programs and services to meet the full range of needs students express. Appendix 2 and 3 provide additional information on these surveys.

### c. Academic Schedule

ICM's academic year consists of three thirteen-week terms. This allows students to spread their studies across a twelve month period and, because there are three intakes per year, allows students the greatest flexibility in beginning and completing their studies at ICM.

### d. Development of Generic Skills and Abilities

In all of its teaching, ICM aims to develop in students the following generic skills:

- written and oral communication;
- appreciation of primary and secondary research;
- analysis and critical evaluation of evidence;
- problem solving;
- use of information technology;
- academic integrity;
- independent learning;
- interpersonal communication;
- team work;
- class participation;
- cultural awareness; and
- time management.

The aim is not only to give students the required content in each course, but also to develop and demonstrate scholarly skills appropriate to the Canadian post-secondary context.

### e. Delivery Model

The strategies and structures employed by ICM include:

- small class sizes, generally fewer than 35 students;
- one additional contact hour per week with instructors in each course;
- block teaching (most courses are offered in 2- or 4-hour blocks);
- an adaptive teaching model that focuses on student needs as they arise such as making additional tutorials available to students who are at risk;
- a mandatory first term Interactive Learning Skills (ILS) course which develops skills in listening, analytical and critical thinking, research, academic writing (including grammar and referencing), individual and group work;
- accessible individual learning assistance (instructor consultation and ICM academic advisors);
- proactive intervention if early academic results indicate difficulties; and
- attendance taking, with follow-up on irregular attendance.

#### f. ICM's Welcoming Environment

ICM has cultivated a warm and welcoming open-door atmosphere where students can access academic and general advice whenever it is needed. This is essential for students in an unfamiliar cultural and learning environment.

Academic advisors try to balance friendly assistance with helping students become self-reliant in a post-secondary educational system. ICM has a four-person full-time Academic Advising team.

#### g. ICM Programs

##### (i) Admission to ICM

ICM admits students directly into the UTP II program whose English language proficiency is below that required by UM for direct entry. Following admission and the successful completion of 30 credit hours of university-level courses at ICM, ICM students are deemed by UM to have demonstrated English language proficiency. Students whose proficiency is marginally below that required by ICM enrol in the Academic English Success course in which they concurrently take additional language training and suitable university-level courses (see Mixed Programs below).

In other cases, students that may not be directly admissible to UM (because they have not achieved results in academic subjects deemed equivalent to Manitoba grade 12 courses, or if UM is unsure of their qualifications) are also admitted to ICM. However, in all cases, actual admission to ICM is on the basis of school performance standards agreed between ICM and UM.

ICM offers two programs, University Transfer Program Stage 1 (UTP I) and University Transfer Program Stage II (UTP II). The program framework is set out in Figure 1 below.

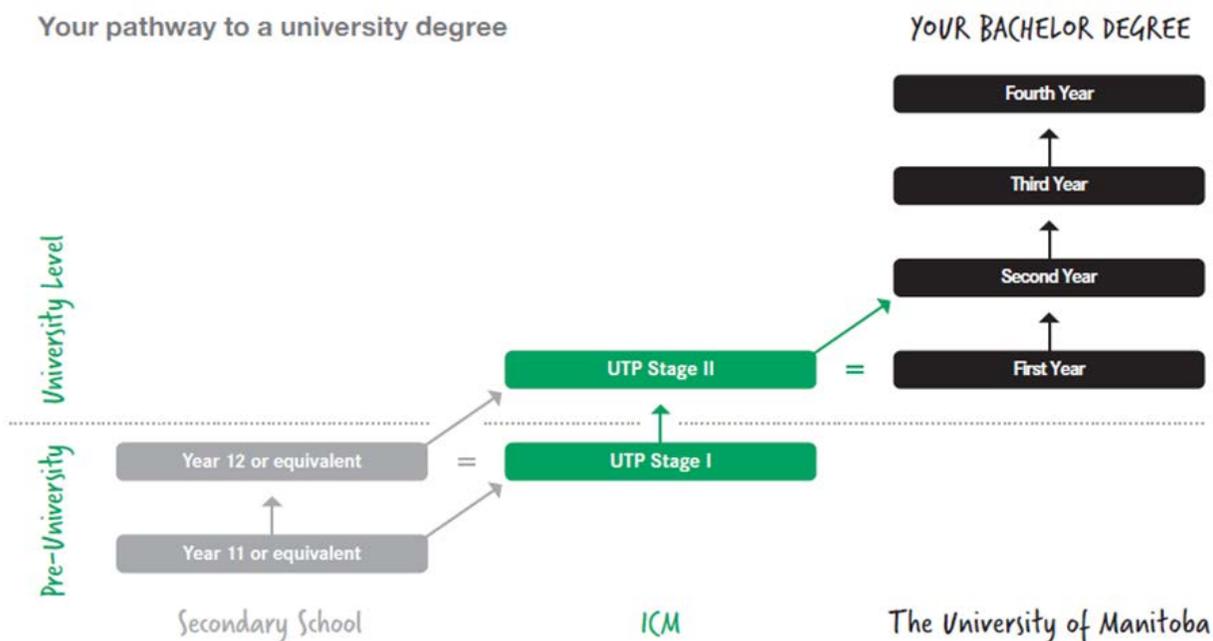
##### (ii) University Transfer Program Stage I (UTP I)

The UTP I curriculum has been developed for ICM, in conjunction with UTP II instructors, to ensure that students achieve the preparation needed for successful transition to their University studies. The program focusses on academic reading and writing, critical thinking, mathematics, chemistry and physics that serve as prerequisites for admission to corresponding courses in the University Transfer Program Stage II (UTP II).

Students complete the program by passing eight courses, each consisting of four hours of class time per week, per term—a total of 52 hours of study per course. Students must meet minimum academic performance criteria, which vary depending on the student's anticipated study stream in UTP II. For example, entry to the UTP II Engineering pathway program requires a 75 percent average in Physics, Chemistry, and Math, and no grade less than 70 percent; entry to Business pathway program requires a 65 percent average; entry for Arts or Science pathway programs, requires a 60 percent average. A student that passes four UTP I courses in one term with a minimum grade of 70 percent in each subject may advance immediately to UTP II.

Students in the UTP II program who are lacking required high school prerequisites in mathematics, chemistry, or physics may register in the appropriate UTP I courses.

Figure 1: ICM University Transfer Program Stage I and Stage II Program Framework



Entry into UTP Stage II is dependent upon successful completion of UTP Stage I or satisfactory completion of Year 12 or equivalent.

Entry into second year of your university degree is dependent upon successful completion of UTP Stage II with the specified Grade Point Average (GPA).

UTP I courses offered at ICM change from time to time and include:

- Basic Chemistry
- Basic Physics
- English Skills (Reading)
- English Skills (Writing)
- The Story of English
- Foundations of Mathematics
- Introduction to Algebra
- Introduction to Mathematics
- Introduction to Business Management
- Introduction to Economics
- World Issues
- Introduction to Statistics

Complete UTP I course descriptions can be found in Appendix 4.

### (iii) University Transfer Program Stage II (UTP II)

The UTP II pathway programs consist of courses, the successful completion of which, facilitates transfers to undergraduate programs in Arts, Business, Engineering, Environment, Earth and Resources, and Science at UM. Appendix 5, Table A lists all of the UTP II UM courses offered by ICM since 2008. In recent years, ICM has offered approximately 30-35 different UTP II courses per term. Not all courses are taught each term, but care is taken to rotate course offerings so that students have access to a wide variety of subjects during their studies at ICM. Many courses are delivered in multiple sections, consistent with UM policy, which allows ICM to keep class sizes small. In the winter term of 2015, for example, UTP II offered 33 courses in 97 sections, as shown in Appendix 5, Table B.

Complete course descriptions for the UTP II courses can be found in Appendix 6.

### (iv) Mixed Program

ICM admits students directly to its UTP I and UTP II programs with an IELTS score of 5.5 and above with no band less than 5.0 (or equivalent). However, UTP I and UTP II students who have an IELTS score of 5.0, and no band lower than 4.5, are admitted to ICM's "Mixed" program. These students register in an Academic English Studies (AES) course which meets for 16 hours per week. ICM's Academic English Studies course is taught by ICM instructors using a curriculum devised and overseen by UM's English Language Centre. These students also register in one or two academic courses, normally math or basic science courses that do not require extensive reading or writing. The Mixed program allows students to focus on the acquisition of English and to utilize their language studies in actual classroom situations. This approach reinforces interest in learning English and allows students to make progress in their academic studies at the same time. See Appendix 7 for the AES course outline.

### (v) Ancillary Courses

ICM offers a course to all UTP II students referred to as Interactive Learning Skills (ILS). This is a required, non-credit pass/fail course for which students are charged no fee. This course, provided over 13 weeks in the student's first term of study, addresses the learning skills required to be successful in university studies in a Canadian teaching and learning environment. These skills include preparing for tests, note taking, time management, writing research papers, and understanding and avoiding academic dishonesty. The course also includes information to assist students' adaptation to the Canadian context such as history of Winnipeg, field trips around the city, colloquial English, and cultural differences students may encounter in Canada.

Students on academic probation (Appendix 9, ICM Academic Handbook, Section 5.6) or students at risk are required to enrol in a free seminar series entitled REBOOT. This series consists of eight workshops that help students understand the significance of their academic record, their personal learning styles, effective learning strategies for different types of courses, and personal action plans for their current terms. Students are required to meet individually with academic advisors to assess their plans.

During the May 2015 term, ICM introduced a mandatory workshop for students who had been identified as submitting plagiarised materials during the previous term. The objective of this workshop is to instill in students an appreciation of what constitutes academic plagiarism and to help students devise specific strategies to guard against such academic dishonesty in future.

Complete course descriptions for the ancillary course offerings can be found in Appendix 8.

#### h. Other Student Activities

ICM provides a number of support activities each term. These include the following:

**PRE-DEPARTURE SERVICES** – Prior to the start of each term, ICM provides detailed pre-departure services to new incoming students. This includes numerous personal e-mail communications on accommodations booking, registering for classes, and how to be prepared for coming to Winnipeg. Additionally, ICM hosts pre-departure webinars for students prior to each intake, explaining what to bring with them, what to expect when arriving in Winnipeg, banking information, last-minute accommodations, and getting around campus. Students have the opportunity to ask questions and acquire information on any outstanding issue. These webinars serve as a forum for students to meet each other prior to arriving so they do not feel alone during the orientation session upon arrival in Winnipeg.

Navitas maintains an offshore network of 23 offices with more than 130 staff that have responsibility for more than 100 source countries. These staff are engaged in supporting students and their parents during preparation for the students' travel and study at ICM.

**ORIENTATION** - A compulsory Orientation Day provides a series of creative and enjoyable activities that orient students to ICM, the overall operation of UM, and to Winnipeg. The Orientation Day is facilitated by trained student volunteers who spend an entire term planning the activities and events. An Orientation "Campus Tour" familiarizes student with important locations on the UM campus. An "Academic Success" session familiarizes students with important information about their studies at ICM including an introduction to the Student Academic Handbook which can be found in Appendix 9. This is followed by an interactive session that quizzes students on what they have learned, with prizes awarded. Finally, a major goal of Orientation Day is to allow students to meet new people and to have some fun.

**PEER ADVISORS** – ICM's Peer Advisors are students trained to advise other students. They provide help and advice to students with questions about their studies and general inquiries. All Peer Advisors participate in a series of training sessions and working group activities designed to prepare them for their role. This program provides an excellent opportunity for students to get involved with helping others. Peer Advisors are a great resource for students, in addition to ICM's formal student advisors.

**PEER EDUCATORS** – The Peer Education Program involves two groups of students who have done exceptionally well academically and wish to assist others with their studies. The first of these groups are the Peer Tutors. After a period of training, Peer Tutors are available twice per week, on a drop-in basis, to students seeking help with assignments for particular courses. The second group are the Supplementary Instruction (SI) Leaders. These high achieving students are nominated by their former instructors to lead supplementary group sessions to review core course concepts and facilitate additional practice exercises for students.

**ACADEMIC WORKSHOPS** - ICM offers a number of workshops each term that are designed to help students improve their academic skills. These include study strategies, reading and writing, and exam preparation. Workshops are also held on 'how to apply' to different UM Faculties.

**ICM STUDENT COUNCIL** - The Student Council is comprised of a Student Leader, an Incoming Student Leader, and twenty general members. The Council's main purpose is to serve as an advocate for its members with respect to the physical environment within which ICM operates, and to provide support to students through social events and other awareness activities. Students are encouraged to join the Student Council for a two-term commitment.

**SOCIAL EVENTS** - ICM hosts three student-led social events each term. Many different types of events are offered, and have previously included soccer and cricket games, a Halloween ghost walk field trip, skating at the Forks, winter outdoor activities at the Fort Whyte Centre, international pot luck dinners, movie nights, glow bowling, paint ball, and cultural nights featuring music and dance performances by students. These events are very well supported by the student body.

**COURSE AND PROGRAM ADVISING** - ICM has four staff available for academic advising who see students on a drop-in basis. The ICM web-based student portal also contains a great deal of academic information to help students make informed choices, and workshops are provided each term by ICM academic advisors to help students plan their programs. Advisors from various UM Faculties provide up to three information sessions annually depending on frequency of admissions to their programs.

**VOLUNTEERING** - Once students are settled in Winnipeg, ICM encourages them to get involved as volunteers with activities at ICM, UM, or the greater Winnipeg community. Volunteer opportunities at ICM include planning social events, tutoring academic subjects, assisting at Orientation, and helping with other special events. ICM also engages its "alumni" (those who have transferred to UM) in volunteer opportunities. These include lead roles in Orientation or Peer support program opportunities. Those who express interest in these are provided specific training.

**INTEGRATED TUTORIALS** – ICM, with the support of the instructor's feedback, embeds additional tutorials within some of its courses that help students develop skills in essay-writing and problem-solving. Subject-specific tutorials in the past have included Literary Topics, Business Communications, Thermal Sciences, and Statistics.

**STUDENT PORTAL** - Students and instructors have a user-friendly, web-based portal that provides administrative support, communication, and course administration tools to enhance the students' studies.

**TRANSITION WORKSHOPS** - University staff from UM's Enrolment Services and the International Center provide a workshop each term to help students with their transition to UM. ICM students are introduced to Aurora, the student registration system at UM, and are provided with information on the registration process. Students are also given some guidelines about student advising facilities in the Registrar's Office, Faculties, and Departments to help make their transfer to mainstream UM programs as seamless as possible.

### i. Access to University of Manitoba Facilities

Each term, ICM students pay compulsory fees (established by the University) to UM, akin to those paid by UM students. This provides ICM students with access to general student services and facilities available to UM students. These include the International Centre, University Health Services, Recreation Services, Career and Counseling Services, campus libraries, computer labs, residences, and the homestay program. ICM students are issued an “UMnet” ID to access computer services. The overall objective is that ICM students will benefit from access to UM facilities on the same basis as UM students.

### j. Student Feedback

ICM makes available a variety of ways for students to provide feedback about their ICM experience. All students are asked to complete a web version of the University of Manitoba Students' Evaluation of Educational Quality (SEEQ) for all courses. Students also evaluate their teaching and laboratory assistants through a survey created by ICM and administered through the student portal. If students identify instructional issues, ICM discusses them individually with the instructor until they are resolved satisfactorily.

A Student Satisfaction Survey is completed annually (Appendix 2). In 2016, 14% of students completed the survey. A summary of the key measures is provided in Tables 1, 2(a) and 2(b).

*Table 1: 2016 Student Satisfaction Survey related to the teaching and learning environment.*

<b>Areas Assessed</b>	<b>Excellent and Good</b>	<b>Excellent, Good, Satisfactory</b>
Overall, how do you rate the quality of teaching:	76%	98%
Overall, how do you rate the quality of support services:	61%	92%
Overall, how do you rate your College in providing these learning opportunities:*	67%	93%
Overall, how do you rate the quality of the facilities and resources:	73%	97%
Overall, how do you rate the quality of customer service:	68%	93%

\*Learning about diverse cultural backgrounds, improving English language skills, developing academic skills, developing work related skills, understanding expectations for studying at university.

ICM has maintained or improved on its performance, as assessed by the survey, in each year the survey has been completed. Section 2k below outlines just some of the actions ICM has taken in response to this feedback.

Table 2a: Student Satisfaction Survey related to the teaching and learning environment, 2009 – 2016

	Excellent, Good and Satisfactory Ratings							
	2009	2010	2011	2012	2013	2014	2015	2016
Overall, how do you rate the quality of teaching:	100%	99%	96%	99%	97%	96%	97%	98%
Overall, how to you rate the quality of support services:	96%	100%	93%	97%	93%	95%	95%	92%
Overall, how to you rate the quality of the learning culture:	88%	100%	95%	98%	96%	N/A	N/A	N/A
Overall, how to you rate the quality of the learning environment:*	92%	96%	94%	98%	95%	94%	N/A	N/A
Overall, how to you rate the quality of the facilities and resources:	92%	96%	98%	97%	98%	94%	95%	97%
Overall, how to you rate the quality of customer service:	88%	97%	97%	98%	98%	95%	90%	93%
<b>Participation rate</b>	<b>21%</b>	<b>30%</b>	<b>26%</b>	<b>52%</b>	<b>29%</b>	<b>19%</b>	<b>27%</b>	<b>14%</b>

\*This question was re-phrased to 'Overall, the College has an excellent environment' in the 2015 Student Satisfaction Survey.

Table 2b: Student Satisfaction Survey re: ICM overall environment

	Strongly Agree, Agree, Neutral Ratings	
	2015	2016
Overall, the College has an excellent environment:	87%	91%

In recent years, the participation rate in the survey, as seen in Table 2a, has been disappointing. ICM has attempted to encourage participation by offering incentives to participate and by considering when best to schedule the survey, including the possibility of asking students to complete this during class time. These efforts proved useful in 2015; however, participation rates dipped again in 2016. In future years, ICM will work with the ICM Student Council to help promote the value of student feedback through the completion of this survey.

Navitas participates in the International Graduate Insight Group independent research survey known as the "i-graduate survey". This provides comparative data from the International Student Barometer (ISB) from over 1200 educational institutions internationally and over 1.3 million student respondents. Colleges and universities are compared with one another, and are provided trend analyses of their own

performance over time. In Canada, universities such as British Columbia, Toronto, Queens, Simon Fraser, York, and Ryerson purchase this service. The survey captures feedback from students about their experiences in terms of pre-arrival information, learning environments, living environments, and supports available. ICM participates in the survey every two years. The ISB data provides ICM with comparative data on key elements of student experiences as compared to other post-secondary institutions, other Navitas colleges, and at ICM over time.

The results of the 2013 i-Graduate survey<sup>3</sup> are located in Appendix 3. At ICM, 341 of 751 students (45%) of possible respondents participated.

Table 3 shows that ICM’s overall scores in each of the four main categories (learning, living, support, and arrival) and indicates areas needing improvement.

*Table 3: 2013 i-Graduate Survey of student satisfaction percentage of students who were satisfied or very satisfied with ICM overall.*

	<b>ICM</b>	<b>ISB %</b>	<b>Navitas %</b>	<b>ISB +/-</b>	<b>Navitas +/-</b>
<i>LEARNING OVERALL</i>	84%	86%	88%	-2%	-4%
<i>LIVING OVERALL</i>	84%	87%	87%	-1%	-1%
<i>SUPPORT OVERALL</i>	89%	90%	89%	-1%	0%
<i>ARRIVAL OVERALL</i>	85%	89%	88%	-4%	-3%
<b>OVERALL</b>	<b>86%</b>	<b>89%</b>	<b>87%</b>	<b>-3%</b>	<b>-1%</b>

In addition, the survey looks at sub-categories of data and Table 4 shows that the ICM scores in this regard are comparable with both the ISB and other Navitas Colleges. It also identifies areas where ICM students would appreciate additional services, such as career advice and work experience.

Using both internal and independently conducted external research, ICM is regularly monitoring the satisfaction of its students. It uses these data to continually adjust and improve its student service.

<sup>3</sup> The 2015 survey results are not yet available.

Table 4: 2013 i-Graduate Survey of student satisfaction percentage of students who were satisfied or very satisfied with learning at ICM

	ICM	ISB %	Navitas %	ISB +/-	Navitas +/-
LEARNING AVERAGE	88%	86%	90%	+2%	-2%
LEARNING OVERALL	84%	86%	88%	-2%	-4%
Course content	94%	89%	91%	+5%	+3%
Physical library	92%	89%	90%	+3%	+2%
Assessment	91%	87%	91%	+4%	0%
Technology	89%	89%	91%	0%	-2%
Good teachers	89%	87%	91%	+2%	-2%
Online library	89%	90%	90%	-1%	-1%
Performance feedback	90%	81%	89%	+9%	-1%
Learning support	93%	88%	90%	+5%	+3%
Virtual learning	91%	91%	92%	0%	-1%
Preparing for studies	91%	92%	92%	-1%	-1%
Language support	88%	88%	90%	0%	-2%
Marking criteria	90%	81%	90%	+9%	0%
Multicultural	92%	90%	91%	+2%	+1%
Teachers' English	88%	90%	92%	-2%	-4%
Learning spaces	85%	89%	91%	-4%	-6%
Careers advice	77%	73%	83%	+4%	-6%
Work experience	75%	69%	82%	+6%	-7%

#### k. ICM Response to Student Feedback

ICM reviews the feedback received from all student surveys and gives special attention to those items for which satisfaction levels are below 90%, and those categories where there is a relatively low proportion of “good” and “excellent” ratings.

Course specific feedback, in the form of SEEQ evaluations for every course, provides useful information on the quality of instruction. ICM’s Senior Academic Manager meets with the individual instructors to discuss these results, provides suggestions or strategies for dealing with reported problems, and helps instructors develop a follow-up plan.

Student concerns about the physical classroom environment are communicated to UM in an effort to find solutions.

ICM promoted and supported the formation of a student advisory committee in 2009-2010, which subsequently resulted in the establishment of the ICM Student Council. Since that time, the Student Council has taken a strong leadership role in two ways. On the one hand, the Student Council serves as an effective advocate for its members with respect to the physical environment within which ICM operates. At the same time, the Student Council is active in the organization of social events at ICM and the encouragement of ICM students to participate in volunteer activities both in ICM and in the broader community. These activities in turn have helped ICM “grads” to achieve leadership positions in UM Faculty-based student organizations, in the UM Senate, and as elected officials in the University of Manitoba Student Union.

### 3. ICM Students

#### a. International Mobility and ICM Student Profile

Globally, hundreds of thousands of students engage in studies outside of their home country. The motivations of these students are multifarious, but in large measure they, and their parents, seek educational opportunities abroad due a few key factors (or combination thereof):

- **Access:** The access to high-quality education in their home country is quite limited. Though most countries can boast at least one high-quality post-secondary institution, the number of spots available in such institutions is quite limited and alternative options are not reputable or otherwise undesirable. Study in a university or college outside of the country is the only option for those students who do not have the very highest academic grades.
- **Reputation:** Many students are focused on opportunities for gainful employment and rely on the credibility and rigour that are imparted by an international credential from a reputable educational institution.
- **English:** Many students understand that their career prospects rely on strong fluency with English which, in turn, makes them a more attractive candidate for hire and provides a higher degree of mobility and work options.
- **Opportunities:** Some students look to study as the first step towards immigration. International students that graduate from university are excellent candidates for immigration as they have a recognized credential, a fluency in an official language, work experience (in many cases), strong social networks, and an already well-developed understanding of the host country's cultural norms.

For these reasons, and more, international study is a goal for many students and their families from a very early age. While some students come from affluent backgrounds, many families around the world save for many years in order to afford their children the opportunity to study and succeed abroad.

Many universities actively seek out international students as they are often seen as one reputational marker of an institution's openness to, and engagement with, the world. International students provide different perspectives in the classroom, add to the cultural mosaic, support transnational research, and provide the university with a cadre of motivated talent that contribute to its diversity, learning, financial health, and place in the world.

The University of Manitoba provides students a compelling option for accessible, high-quality education that is internationally recognized and provided in an environment that is not merely tolerant, but safe, welcoming, and supportive. In Canada and Manitoba, this is buttressed by numerous governmental initiatives: robust public funding for education, health care coverage, ability to work while studying, the encouragement to work and immigrate after graduation, and a tuition tax rebate for those who choose to stay.

While the above is a broad characterization of global drivers of international mobility, there are several traits that characterize students that choose ICM.

**They do not meet UM entrance requirements.** Notwithstanding UM's strong commitment to accessibility and equity in educational delivery, ICM students are beyond the reach of the UM because they cannot be admitted.

**They are price sensitive.** Fees at ICM are kept comparable to those charged by the UM. Notwithstanding that these are significantly higher than domestic rates (for various reasons), they are moderate in the Canadian context and – when comparing other English speaking destinations – are relatively low. ICM – like UM – is attractive because of the offer a high-quality of education at a reasonable price. This is particularly true when you factor in the relatively low cost of living – accommodations, transportation, and food – in Winnipeg.

**They are courageous, but realistic.** ICM students are attuned to the challenges they will face trying to succeed in a completely foreign environment – particularly if they've already experienced academic struggles – and choose to take on the challenge all the same. They do so, however, knowing that they need additional assistance and seek out options that provide the additional academic and social wraparound supports provided the College.

Students marginalized by no study options at home, sensitive to costs, and willing to take a chance on themselves - this particular combination of factors makes ICM students a unique cohort of students. ICM students are very diverse in terms of nationality and culture, extremely dedicated and hardworking, and highly motivated by the knowledge that ICM represents their best and, in many cases, only chance to obtain a university degree.

#### b. Enrolment at ICM over time

In September 2008, the first intake of students at ICM was 33 students and enrolment has grown to 1,206 students as of the Winter 2016 term. Table 5 shows total student enrolment consisting of returning students and new students, by term.

Students admitted to UTP I generally need two terms to complete their program before transferring to the UTP II. Some students may need to complete additional courses in order to fulfill pre-requisites for UTP II science courses. All of these circumstances would extend the time students spend in ICM.

Students in UTP II can complete the program in three terms, however, those in the Mixed program, who need to complete an Academic English Skills program in conjunction with academic work, generally need one additional term to complete their studies.

Table 5: Enrolment by term

	Total Enrolment	Returning Students	New Students
Fall 2008	33	-	33
Winter 2009	81	29	52
Summer 2009	116	75	41
Fall 2009	202	93	109
Winter 2010	247	168	79
Summer 2010	268	188	80
Fall 2010	378	223	155
Winter 2011	418	315	103
Summer 2011	405	320	85
Fall 2011	510	304	206
Winter 2012	576	410	166
Summer 2012	527	416	111
Fall 2012	671	434	237
Winter 2013	735	528	207
Summer 2013	682	551	131
Fall 2013	864	561	303
Winter 2014	902	684	218
Summer 2014	798	625	173
Fall 2014	1,032	629	403
Winter 2015	1,111	811	300
Summer 2015	925	759	166
Fall 2015	1,164	757	407
Winter 2016	1,206	877	329

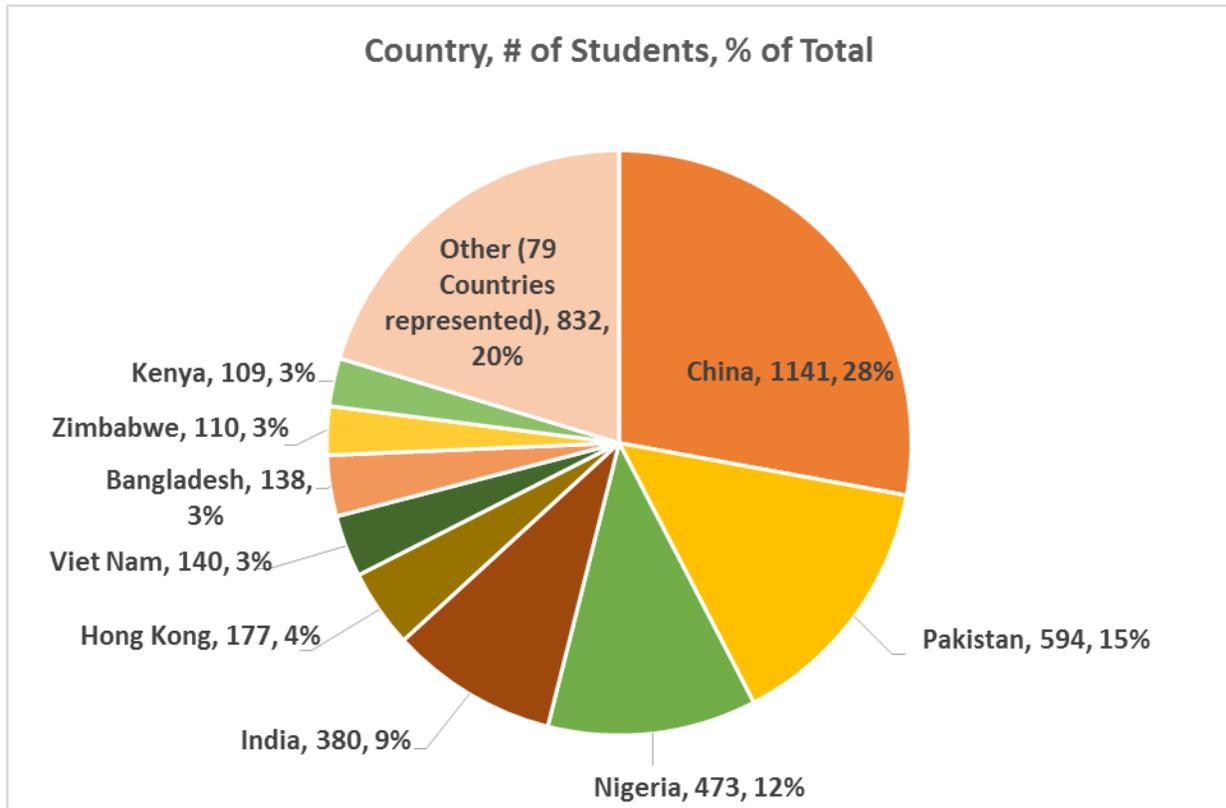
From inception to December 2015, 1720 students have successfully completed the ICM program with a minimum of 30 credit hours and a GPA of 2.0 or greater. Of these students, there were 1610 (93.6%) that subsequently registered at the U of M in a degree-seeking program, by Winter 2016. See Table 8 for a breakdown of students by ICM program and completion date.

ICM has contributed to UM meeting and surpassing its international student target of 10% of total undergraduate enrolment. By November 2015, international students comprised 16.2% of the overall student population and ICM graduates made up 20% of the international student population at UM.

### c. Country of Origin

ICM has admitted students from over 80 countries for the period through 2008/09 to 2015/16. Figure 2 presents the proportion of students from the countries with the largest representation at ICM. A complete listing of students admitted to ICM, by academic year and country, can be found in Appendix 10. A few students in the list are shown as having Canadian citizenship, derived from their parents' Canadian citizenship; however, their entire educational experience has been outside of Canada.

Figure 2: Student Diversity at ICM 2008-2009 to 2015-2016 (n = 4,094)



#### d. Retention of ICM Students

Table 6 presents attrition rates (eligible returning students who did not re-register at ICM), by academic term. Students who chose to defer their studies for a single term are not included in this measure of attrition.

At UM during the period 2010-2012, the latest three-year period for which data are available, the average attrition rate between first year and second year for all undergraduate students was 13.6%, with no difference between domestic and international students. At ICM during the comparable three year period, the average attrition rate was 5.7%.

Table 6: ICM Attrition Rates

Attrition Rate	
Fall 2008	12%
Winter 2009	3%
Summer 2009	6%

Attrition Rate	
Fall 2012	6%
Winter 2013	6%
Summer 2013	6%

Attrition Rate	
Fall 2009	7%
Winter 2010	8%
Summer 2010	7%

Attrition Rate	
Fall 2013	6%
Winter 2014	2%
Summer 2014	8%

Fall 2010	2%
Winter 2011	6%
Summer 2011	7%

Fall 2014	5%
Winter 2015	9%
Summer 2015	6%

Fall 2011	4%
Winter 2012	7%
Summer 2012	7%

In addition to tracking student attrition, ICM attempts to gather information from students concerning their reason for leaving the program, although not every student chooses to reveal this information. Table 7 summarizes this information, provided by 620 exiting students since ICM began in 2008.

*Table 7: Student Reasons for leaving their ICM Program, 2008-2016 (n = 915)*

Reason for Leaving	Students (%)
Did not Re-Enrol (No Specific Reason)	32.46%
Other University/College	22.08%
Manitoba Institute of Trades and Technology	12.68%
Red River College	8.74%
Returned Home	8.52%
Academic Difficulties	4.15%
Financial Issues	3.39%
University of Manitoba Direct Entry	2.51%
Visa-Related Matters	2.51%
Unknown	2.08%
Other Navitas College	0.87%

ICM collects anecdotal data regarding the transfer of students to other post-secondary institutions. As noted above in Table 7, approximately 44% of students who withdrew from ICM moved to another post-secondary institution. Students have self-reported studying at a variety of universities across the country, including Dalhousie University, University of New Brunswick, Concordia University, University of Toronto, Carlton University, University of Ottawa, Ryerson University, Lakehead University, University of Regina, University of Alberta, Thompson Rivers University, and University of Winnipeg. Some students have also chosen to transfer from degree to diploma programs and have pursued options with Red River College and Manitoba Institute of Trades and Technology (formerly Winnipeg Technical College). Some students have indicated they planned to study in their home country, the UK, Australia or the US.

#### e. Graduation Numbers and Rates

On average, ICM students complete the UTP II program in 3.5 terms of study. Those students who were required to complete the UTP I program or the Mixed program before beginning their UTP II studies in general require an additional one or two terms at ICM.

Table 8 details the number of students who successfully complete the UTP II program, by declared ICM program of study (i.e. passed a minimum of 30 credit hours of UTP II courses with a minimum GPA of 2.0). Students can complete the ICM program in April, August, or December. Students who hope to be admitted to Faculties that have September-only intakes (e.g., Asper School of Business or the Faculty of Engineering) may apply and be admitted to the Faculty of Arts, the Faculty of Science, or the Division of Extended Education until these applications can be considered. Some of these latter students choose to stay an extra term at ICM.

*Table 8: ICM Graduates by program stream*

<b>Term Ending</b>	<b>Arts</b>	<b>Business</b>	<b>Engineering</b>	<b>Science</b>	<b>Total Graduates*</b>
Aug 2009	1	4	1	5	11
Dec 2009	1	6	1	5	13
April 2010	2	9	2	5	18
Aug 2010	5	19	11	12	47
Dec 2010	8	11	5	10	34
April 2011	6	24	6	13	49
Aug 2011	16	32	17	21	86
Dec 2011	22	27	8	6	63
April 2012	12	27	12	11	62
Aug 2012	21	36	22	22	101
Dec 2012	13	33	13	14	73
April 2013	22	28	13	21	84

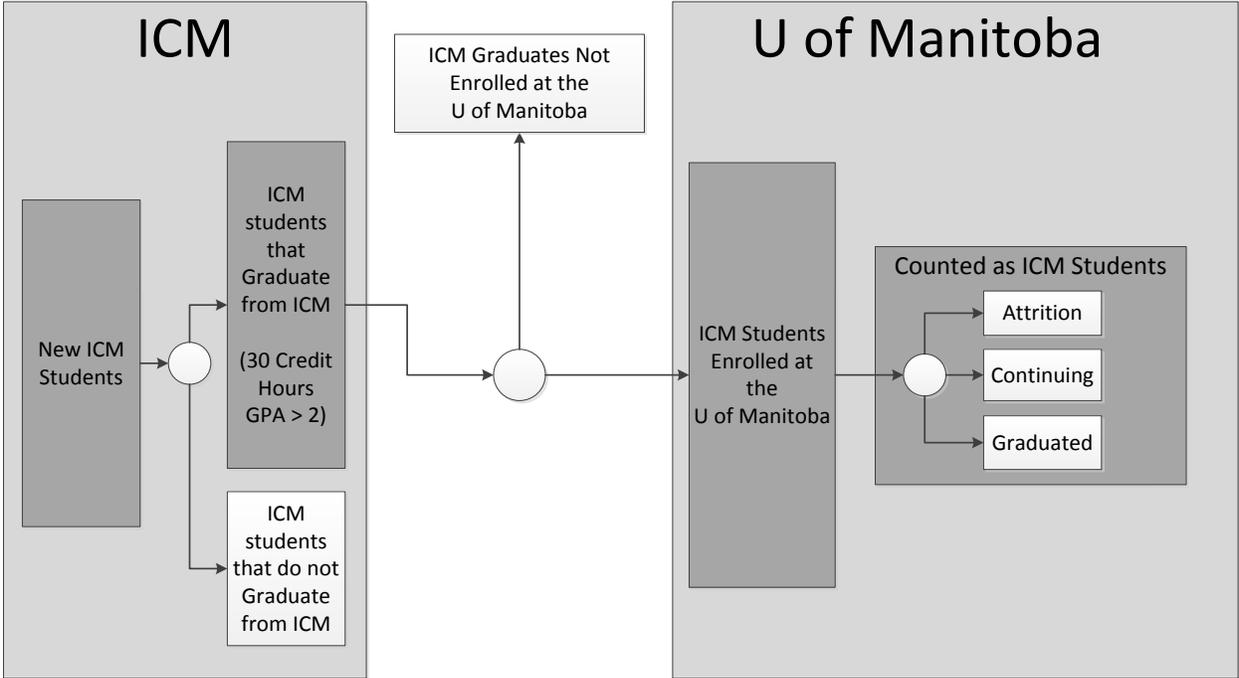
Term Ending	Arts	Business	Engineering	Science	Total Graduates*
Aug 2013	22	49	28	35	134
Dec 2013	21	26	14	44	105
April 2014	26	50	27	21	124
Aug 2014	17	60	37	37	151
Dec 2014	20	32	13	59	124
April 2015	14	45	17	61	137
Aug 2015	33	45	16	70	164
Dec 2015	36	32	8	64	140
<b>Cumulative</b>	<b>318</b>	<b>595</b>	<b>271</b>	<b>536</b>	<b>1720</b>

\* Graduates are those students who completed the ICM program with 30 credit hours and a minimum 2.0 GPA.

f. Transfers to the University of Manitoba

Between August 2009 and December 2015, 1720 students have successfully completed the UTP II program (achieving a minimum of 30 credit hours with a GPA of 2.0 or greater). Of these, by the end of Winter 2016, a total of 1610 or 93.6% had registered at UM for at least one term.

Figure 3: ICM Student Pathways to UM



(i) Program of Study at the University of Manitoba

Table 9 documents the distribution of ICM students, by Faculty for the 2015-2016 academic year.

*Table 9: ICM Enrolment by Faculty at the University of Manitoba, 2015-2016 (n=388)<sup>4</sup>*

<b>Admit Term</b>	<b>Faculty</b>	<b>Full</b>	<b>Part</b>	<b>Total</b>
Fall 2015	Agricultural & Food Sciences	7	1	8
	Architecture	1	0	1
	Art, School of	2	0	2
	Arts	66	18	84
	Business, Asper School of	39	2	41
	Engineering	13	1	14
	Environment, Earth & Res.	12	1	13
	Kinesiology and Rec Mgmt	1	0	1
	Medicine <sup>5</sup>	1	0	1
	Science	91	22	113
	<b>Subtotal</b>	<b>233</b>	<b>45</b>	<b>278</b>
Winter 2016	Arts	35	19	54
	Environment, Earth & Res.	3	1	4
	Science	41	11	52
	<b>Subtotal</b>	<b>79</b>	<b>31</b>	<b>110</b>
	<b>Total</b>	<b>312</b>	<b>76</b>	<b>388</b>

(ii) Academic Performance at the University of Manitoba

The Office of Institutional Analysis provides data each year on the performance of ICM graduates (those who have achieved a minimum of 30 credit hours with a GPA of 2.0 or greater) admitted to UM; these has been included in the Annual Reports on the Operation of the ICM to Senate. These data compare ICM student outcomes with both domestic and international student cohorts that have been admitted on the basis of high school performance, following their second year of study. The domestic cohort includes Canadians and permanent residents, and the international cohort includes students with international status. A summary of the comparison of Degree GPA's from 2009-10 to 2015-16 is

<sup>4</sup> Historical data in this regard have been provided in the annual reports to Senate.

<sup>5</sup> Effective July 1, 2015, the Faculty of Human Ecology's programs and departments joined other academic units within the university. Students in Family Social Sciences are now reported under the College of Medicine.

presented in Table 10. This summary includes the academic performance of only those students who moved directly from ICM into UM in following year, and only for the Fall and Winter terms.

In general, ICM students compare favourably with international students who are admitted directly to the University of Manitoba.

*Table 10: ICM Graduates at the UM by Cohort Group*

	<b>Sessional GPA*</b>	<b>Degree GPA**</b>	<b>N</b>
<b>Session 2015-16</b>			
Domestic students (Intake Fall 2014)	2.88	2.90	2994
International students (Intake Fall 2014)	2.40	2.51	277
ICM graduates starting at U of M in Fall 2015 or Winter 2016	2.34	2.82	388
<b>Session 2014-15</b>			
Domestic students (Intake Fall 2013)	2.80	2.85	2954
International students (Intake Fall 2013)	2.47	2.55	258
ICM graduates starting at U of M in Fall 2014 or Winter 2015	2.35	2.89	322
<b>Session 2013-14</b>			
<i>Domestic students (Intake Fall 2012)</i>	2.82	2.87	3034
International students (Intake Fall 2012)	2.49	2.56	278
ICM graduates starting at U of M in Fall 2013 or Winter 2014	2.29	2.79	207
<b>Session 2012-13</b>			
Domestic students (Intake Fall 2011)	2.86	2.87	2950
International students (Intake Fall 2011)	2.43	2.51	211
ICM graduates starting at U of M in Fall 2012 or Winter 2013	2.35	2.80	163
<b>Session 2011-12</b>			
Domestic students (Intake Fall 2010)	2.90	2.90	2994
International students (Intake Fall 2010)	2.29	2.35	229
ICM graduates starting at U of M in Fall 2011 or Winter 2012	2.29	2.82	202

	Sessional GPA*	Degree GPA**	N
<b>Session 2010-11</b>			
Domestic students (Intake Fall 2009)	2.80	2.82	2880
International students (Intake Fall 2009)	2.32	2.49	194
ICM graduates starting at U of M in Fall 2010 or Winter 2011	2.17	2.69	68
<b>Session 2009-10</b>			
Domestic students (Intake Fall 2008)	2.77	2.79	2683
International students (Intake Fall 2008)	2.36	2.48	159
ICM graduates starting at U of M in Fall 2009 or Winter 2010	2.53	2.93	23

\*The Sessional GPA is based on students' course completions in both the Fall and Winter term.

\*\*The Degree GPA is based on all courses applied to the program, including transfer courses.

#### g. Summary of Student Data

A critical indicator of ICM program quality is whether those that graduate succeed in their programs once they transfer to the UM. Annual studies completed by the Office of Institutional Analysis (Tables 11a and 11b) show that ICM graduates that transition to UM are performing similarly and in some cases better than, direct entry international students. A cohort would normally be assessed for graduation after six years; however, as comparison solely on the basis of graduation does not address continuing students, the categories of graduated and continuing students have been combined to provide a sense of the outcomes of these two groups. The details of this summary are available in Appendix 11.

Table 11a: Comparison of Outcomes for ICM Graduate Compared to UM International Students

ICM Graduates - Continuing and Graduated Combined							
Year	Cohort Size	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
2009-10	23	100%	87%	78%	65%	70%	70%
2010-11	89	100%	93%	90%	85%	74%	--
2011-12	194	98%	94%	90%	79%	--	--
2012-13	219	95%	95%	84%	--	--	--
2013-14	319	98%	91%	--	--	--	--
2014-15	356	98%	--	--	--	--	--

Notes:

1. Percentages for Attrition + Continuing + Graduated may not add to 100% due to rounding.
2. Students who graduated from the International College of Manitoba with a GPA of 2.0 or greater.
3. Categories of Attrition, Continuing, or Graduated track students regardless of movement from original, or any, faculty / college / school at the University of Manitoba.
4. First year of study at the University of Manitoba. Includes intake from Summer, Fall, and Winter terms.

Table 11b: Comparison of Outcomes for ICM Graduate Compared to UM International Students

International Students - Continuing and Graduated Combined:							
Year	Cohort Size	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
2009-10	465	86%	79%	76%	74%	70%	70%
2010-11	561	88%	81%	79%	73%	72%	--
2011-12	606	88%	82%	75%	73%	--	--
2012-13	666	89%	80%	76%	--	--	--
2013-14	786	87%	81%	--	--	--	--
2014-15	899	87%	--	--	--	--	--

Notes:

1. Percentages for Attrition + Continuing + Graduated may not add to 100% due to rounding.
2. Categories of Attrition, Continuing, or Graduated track students regardless of movement from original, or any, faculty / college / school at the University of Manitoba.

## 4. Teaching and Teaching Support

### a. Who are ICM's Instructors?

As noted previously, all UTP II instructors must be approved by the relevant UM Department or Faculty. During the winter term of 2015, ICM had 45 instructors teaching UTP II courses. Of these, 26 (58%) held a Ph.D. and six others (13%) were doctoral students. Many instructors have held previous appointments as sessional instructors at UM or at other Manitoba post-secondary institutions.

During that same term, ICM had nine instructors offering courses in the UTP I program. These instructors were chosen primarily for their teaching skills and are required to have university degrees plus some high school or undergraduate teaching experience at the first year level.

### b. How are ICM Instructors Appointed?

ICM instructors are appointed on a sessional basis each term.

UTP II instructors must be approved by the relevant UM Faculty. This is typically done by the relevant Department Head or Associate Dean. Most instructors have been hired based on the recommendation of a department from their roster of instructors. These may be faculty members, graduate students, or sessional instructors. If a department has no recommendations to make, ICM recruits instructors and secures approval prior to offering teaching appointments.

### c. Instructor Training and Support

All instructors participate in an orientation session that provides information about ICM and its approach to teaching. This session includes an overview of student demographics, approaches that have been successful for classroom management, strategies for teaching in four-hour blocks, and general policies. During the orientation, instructors receive training on the Student Portal and Moodle systems which are proprietary software for the academic management of courses. They are encouraged to set individual appointments with the ICM staff for assistance in the development of course materials and websites.

ICM offers professional development (PD) opportunities to instructors. These PD sessions are presented by experts from outside ICM. These are offered shortly after the conclusion of each term. Examples of topics covered in the PD session are presented in Table 12 below. In addition, a debriefing session at the end of each term allows instructors to share experiences, describe successful strategies, and to discuss challenges they face in delivering their courses. These sessions have been very popular and have helped best practices to emerge and be shared among instructors.

Instructors also have access to ICM's "wiki" site to provide information and resources regarding academic activities and logistics.

Collegiality among instructors and between instructors and ICM staff is also encouraged and supported as much as possible. Instructors that teach courses within the same area of study will share and discuss any issues they are facing in the classroom. Many ICM instructors also teach for the UM and are included in meetings and activities within their respective Departments. Some UM Departments have included ICM instructors in their meetings and professional development opportunities. As well, ICM has

struck an instructors committee to provide feedback and guidance on how academic collegiality and professional development can be supported, encouraged, and improved on a continuous basis.

*Table 12: Sample Professional Development Sessions*

<b><u>Title</u></b>	<b><u>Presenter</u></b>
<i>Gearing your instruction to international students.</i>	Dr. Lawrence Deane, Associate Dean, Faculty of Social Work
<i>Going the Distance: Effective Teaching in Lengthy Class Times</i>	Ms. Eunice Friesen, Associate Director, UM Centre for the Advancement of Teaching and Learning (CATL)
<i>Managing Diversity in the Classroom</i>	Prof Esther Blum, Senior Scholar, Faculty of Social Work and Co-Director of Qualtrica Consulting
<i>Development of the Independent Learner</i>	Dr. Mark Torchia Director, CATL
<i>Adaptive Teaching Strategies</i>	CATL
<i>Mental Health First Aid</i>	Mr. Nelson Camp, Mental Health Commission of Canada
<i>Campus Security Services and Dealing with Disruptive Students</i>	Mr. Rick Jansen, Director, Security Services
<i>Assisting Students Needing Special Accommodations</i>	Ms. Yelena Metrik, Student Accessibility Advisor, Student Accessibility Services

#### d. Facilities and Resources

ICM administrative offices are located on the fifth floor of University Centre. There is also a Student Advising Office on the third floor of Fitzgerald Building. Three offices in St. Paul’s College are available to instructors for student meetings and for drop-in office hours.

ICM classes are held in UM classrooms as assigned by the Registrar’s Office on the same basis as those of other classroom assignments. It should be noted that several classrooms assigned to ICM are provided on a block basis, providing for fully optimized use of those classrooms. In many instances, classrooms assigned to ICM are in continuous use from 8:30 a.m. to 9:45 p.m., Monday to Friday, plus some weekend classes.

The majority of teaching occurs in the Fitzgerald Building and St. Paul’s College, but a variety of other buildings on the Ft. Garry campus of UM are also used for some classes. Larger classrooms are made available for midterm tests and exams so that they can be conducted appropriately, and classroom technology is provided by UM. ICM is assigned classrooms on full-day (8 am to 10 pm) or half-day (1:30 pm to 5:30 pm) scheduled. In 2014-15, nine full-day rooms and four half-day rooms were booked. In 2015-16, full-day rooms increased to ten.

Wet labs (chemistry, physics, biology, engineering, and geology) and computer labs are normally held in UM Department facilities. Labs are scheduled around the availability of these resources. ICM covers all variable costs associated with these laboratories including consumable materials, teaching assistants and laboratory instructors as needed.

Students and instructors have access to the UM library system. They are issued an “UMnet” account to access the computer labs and internet on campus.

ICM students may be housed in campus residences and may participate in the UM homestay program. Suitable housing is always a matter of concern for students and their parents. ICM students have found safe and comfortable housing in on-campus UM residences, housing in families organized through the UM homestay program, and in private sector apartments and houses. Like the UM, ICM takes care to ensure that students are aware of their rights and responsibilities as tenants and the mechanisms available to them if they have concerns about their living arrangements.

#### e. Instructor Feedback

Instructors are provided feedback each term by means of Students' Evaluation of Educational Quality (SEEQ) surveys. These are reviewed by the ICM Senior Academic Manager, who normally discusses the results with instructors. SEEQ results are also made available to Course Coordinators.

Instructors complete a survey each term to provide feedback to ICM regarding the programs, policies, and administration. Key indicators from these surveys are shown in Table 13.

Instructors submit brief reports at the end of each term providing suggestions for adaptations for future classes, comments on student background that may be helpful for course development, additional supports that ICM can put in place to help students, and any other topics they wish to share.

Table 13: Instructor Survey Key Results, 2015-2016 (n = 44)

Questions/Statements	Percentage of Respondents		
	“Agree”	“Strongly Agree”	“Agree” and “Strongly Agree”
I am familiar with the academic standards expected of and applicable to ICM courses	29.6%	70.4%	100%
I am familiar with the academic integrity expectations applicable to ICM courses	15.9%	84.1%	100%
I know where to locate policies concerning academic standards and academic integrity	38.6%	59.1%	97.7%
Academic standards and academic integrity expectations are adequately implemented at ICM	40.9%	54.6%	95.5%

Instructors are also asked to give open-ended feedback at the conclusion of each term, providing observations and/or analysis on each section of each course they have delivered, including areas of success and where there could be improvement. These comments are synthesized and provided to the Academic Advisory Council as part of each end-of-term report; they are then, in turn, provided to respective Faculties and Departments for review, as appropriate.

In addition to feedback provided by instructors to ICM, the Vice-Provost (Integrated Planning and Academic Programs) conducted surveys (in 2012 and 2015) among ICM instructors on their experiences in teaching for the College. The surveys also asked Course Coordinators about work load demands in working with the College. Information from the surveys is available in Appendix 12.

## 5. Mechanisms for Quality Assurance

### a. the Academic Advisory Council

The Academic Advisory Council (AAC) is responsible for providing advice to UM and ICM regarding the operations of ICM program. The Chair of the Council is appointed by UM and is currently the Vice-Provost (Integrated Planning and Academic Programs). Formally, three members are appointed by the University (although four normally attend Council meetings) and three members are appointed by ICM. UM members have tended to be drawn from the Deans of Faculties to which ICM offers pathways. Since its inception, one of the University appointments has been the Chair of the Senate Planning and Priorities Committee (SPPC).

As of September 2016, the AAC membership is as follows:

- Dr. David Collins, Vice Provost (Integrated Planning and Academic Programs);
- Dr. Michael Benarroch, Dean, Asper School of Business, Faculty of Management;
- Dr. Stefi Baum, Dean, Faculty of Science;
- Ada Ducas, Chair of SPPC
- Ms. Bev Hudson, President, Navitas North America;
- Mr. Darcy Rollins, College Director and Principal, ICM; and
- Mr. Robert Daudet, Senior Academic Manager, ICM.

The Council's Terms of Reference are found in Appendix 1.

The Council meets following each term to review ICM's activities, based on a report from ICM detailing enrolment, students' country of origin, programs of study, grade distributions in all courses, student retention, and graduation rates from the UTP II program. These reports also provide comments from instructors and students on current courses and potential future course offerings.

In the autumn of each year, the Council prepares a report to the UM President describing and analyzing ICM's operations and activities during the three terms ending with the summer term. As a matter of course, these annual reports are forwarded by the UM President to the UM Senate for information and discussion. Appendix 13 provides information on where to access the annual reports.

### b. UM Oversight for Quality Assurance

Departments or Faculties provide oversight and liaise with ICM to ensure that UTP II courses conform to UM academic standards. They also ensure that instructors are properly qualified and that assessment procedures are appropriate.

The process for ensuring course quality is as follows:

- Deans or Department Heads appoint Course Coordinators for each UTP II course delivered by ICM. Often, the Course Coordinators are the same individuals who coordinate these courses in the relevant Departments.
- Course Coordinators review instructor CV's and may participate in instructor hiring interviews. When multiple ICM instructors are teaching the same course, and where this is feasible and consistent with Departmental practice, they will utilize identical course outlines and hold

common mid-terms and final exams. This provides consistency in course offerings and serves to reduce workloads for Course Coordinators.

- It is the responsibility of the Course Coordinator to maintain regular contact with ICM course instructors and to provide advice and discussion of issues related to course content and delivery. The Course Coordinator meets as required with the College Director and Principal and/or the Senior Academic Manager at ICM to resolve any outstanding issues related to course delivery.
- The Course Coordinator provides instructors with current course outlines for UM courses for which ICM students seek transfer credit. These include details of assessment procedures and required course texts. Outlines are then adapted by instructors for the ICM offering. The Course Coordinator reviews and approves final outlines and assessment procedures prior to any course commencement.
- Course Coordinators are responsible for approving in advance all ICM assignments, tests, and examinations to ensure conformity with UM standards. They may also review samples of written assignments and completed tests.
- On completion of reviews, the Course Coordinator reviews all marks given in the course and approves all final grades in writing. The “Course Compliance Form”, as well as detailed information on the course moderation process, is attached in Appendix 14.

In support of the fulfillment of the responsibilities of their Course Coordinators, Faculties receive disbursements from the royalties paid by ICM each term, as outlined in Appendix 15.

## 6. Financial Contribution of ICM to UM

ICM financial contributions to UM are three-fold:

1. **Royalties:** Each term ICM pays royalties to UM in the form of a percentage of ICM revenues, as specified in the formal partnership Agreement.
2. **Fees:** Each term ICM pays agreed fees to UM for ICM student access to UM a variety of student services, including access to UM libraries and recreation facilities.
3. **Tuition:** ICM students that subsequently transfer to UM generate significant revenues through tuition and the differential fees payable for the duration of their undergraduate degree studies at UM. Since these are students who would not otherwise have been admitted to UM, these follow-on fees are truly additional revenues for UM.

### a. Contract Royalties

The royalties generated by the ICM contract are all over and above payments made to the English Learning Centre (ELC), and for the professors teaching ICM courses, which are paid directly by ICM. Since the inception of ICM, the annual contract royalty payments have continued to grow, with the 2016 annual payment reaching \$4.1 million. As illustrated in Figure 4 and Table 14, contract royalties since the inception of the ICM contract have accumulated to \$14.4 million.

Figure 4: Contract Royalty Totals in \$000's (\$14.4 million)

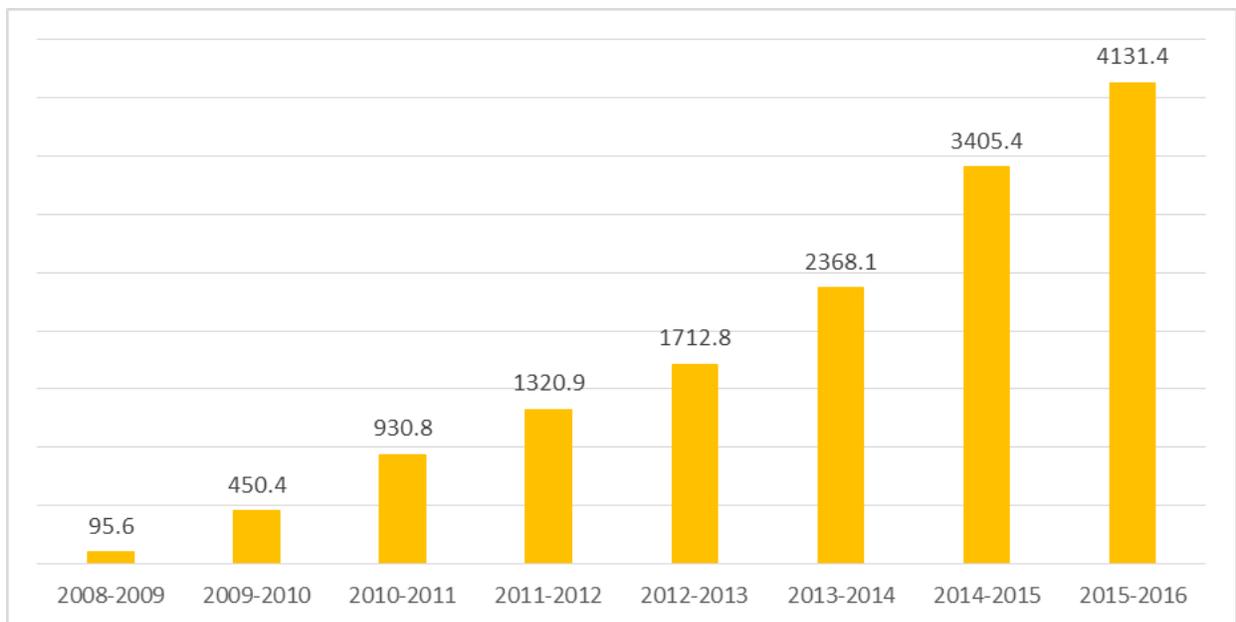


Table 14: Contract Royalties, Annual Totals in \$000's

	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	Total
Revenue Growth	0%	371%	107%	42%	30%	38%	44%	21%	
Revenue	95.6	450.4	930.8	1,320.9	1,712.8	2,368.1	3,405.4	4,131.4	14,415.4

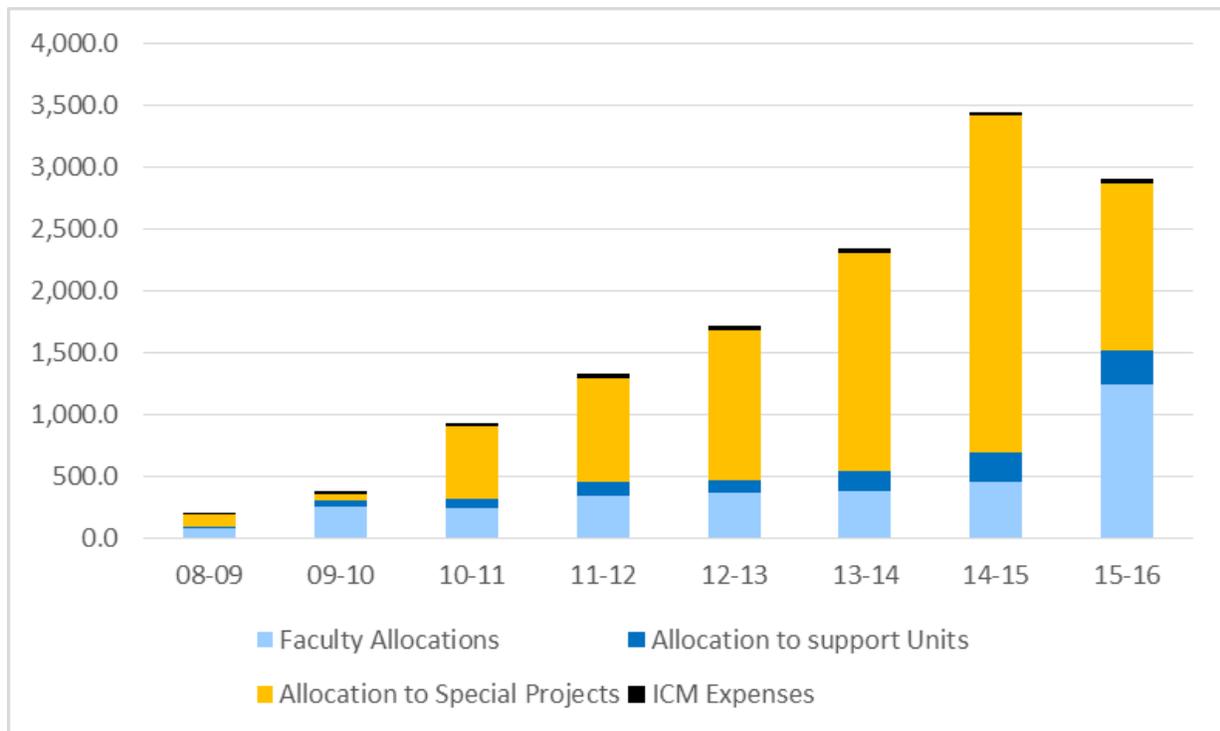
UM faculties are reimbursed from the royalty payments for delivering courses in the UTP II program. Reimbursement is based on the schedule presented in Appendix 15, and has accumulated to \$3.4 million of the revenue transferred directly to faculties during the period of 2008-2016 (see Table 15).

\$8.6 million in these royalties have supported capital projects such as the Learning Commons, upgrades to St. Paul's College, and renovations to the Fitzgerald Building.

As is the case for UM students, ICM students also pay a technology fee each term. To date this accumulated to \$876,913, which has been directed to the Technology Endowment Fund and, used for the repayment of loans taken for larger projects, such as the campus WIFI project.

Figure 5 and Table 15 provide allocation details of ICM contract revenue during the contract period.

Figure 5: Allocation of ICM Royalties in \$000's (\$13.3 million total)\*



\* Note that the allocation of royalties will not equal the total Contract Royalties due to the timing of reimbursements.

Table 15, Allocation of ICM Royalties, both annually and by type in \$000's\*

	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	Total
Faculty Allocations	76.5	251.5	247.0	345.5	364.0	384.0	452.5	1,242.0	3,363.0
Allocation to support Units	17.8	58.6	75.4	112.3	104.1	160.9	237.7	272.5	1,039.2
Allocation to Special Projects	95.0	39.5	577.2	829.9	1,213.4	1,765.9	2,727.8	1,354.3	8,603.1
ICM expenses	10.4	32.4	33.1	39.3	40.6	31.1	31.8	37.9	256.7
<b>Annual Totals</b>	<b>199.7</b>	<b>382.0</b>	<b>932.7</b>	<b>1,327.0</b>	<b>1,722.1</b>	<b>2,341.8</b>	<b>3,449.8</b>	<b>2906.7</b>	<b>13,262.0</b>

\*Note that the allocation of royalties will not equal the total Contract Royalties due to the timing of reimbursements.

#### b. Expenses Associated with the ICM Program

As illustrated in Figure 5 (above) the ICM program is relatively cost neutral to UM, as ICM simply requires teaching and office space.

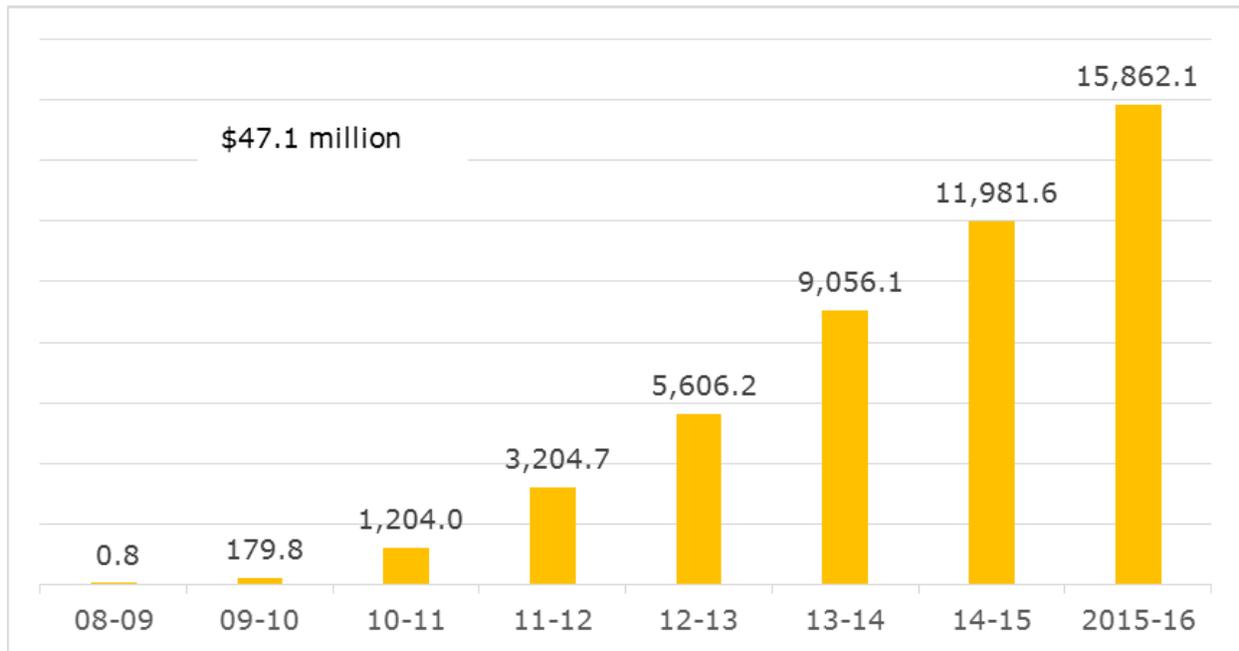
Instructional space rental costs paid to both St. John's and St. Paul's colleges total just over \$222,000 from 2008 to 2016. Other expenses include audiovisual equipment rental, as well as other minor expenses totaled less than \$35,000 over the period. Combined, these expenses represent roughly 1.8% of the total revenue collected during the period.

Although overhead costs exist as part of the ICM program, these are mainly fixed expenses such as amortization, principle and interest, electricity, and heating expense, which would exist without ICM. Therefore, these expenses have not be included as part of this analysis.

#### c. Revenue Generated by post-ICM Students Registering for UM Courses

The registration of qualified students from the ICM program at the UM from 2008 – 2016 has resulted in over \$47.1 million in revenue. Figure 6 provides a detailed breakdown of revenue by fiscal year.

Figure 6: Cumulative post-ICM Students', effect on revenue in \$000's



Revenue figures encompass all Post ICM students that attend the University of Manitoba regardless of student type, i.e. special student, non-degree seeking, etc.

Table 16: Total Revenues in \$000's

Revenue Type	Amount
Contract Royalties	\$ 14.4
Registration, Comprising Tuition (42.8) and Other (4.3)	47.1
<b>Total Revenue</b>	<b>\$ 61.5</b>

## 7. Summary

ICM makes every attempt to ensure a smooth transition of its students into UM undergraduate degree programs. ICM provides extra supports to enable international students to be successful in an unfamiliar educational environment. Over the past several years ICM students, the vast majority of whom did not meet UM entry standards when they began study at ICM, have performed at least as well as international students who had been directly admitted to UM. This is consistent with the expectations of ICM when it was established in 2007.

The processes used to guarantee quality assurance addressed in this document have been followed and are proving robust. UM Course Coordinators provide intensive academic oversight of ICM courses and of ICM instructors and, as this report suggests, UM academic standards have been maintained consistently at ICM.

The students from ICM bring significant benefits to UM academically, financially, socially and culturally. They leave ICM academically well prepared. As UM students they have become involved in the student life on campus, in part at least because during their time at ICM they grew to appreciate living and studying in a Canadian university.

## Appendices

### Appendix 1: Academic Advisory Council's Terms of Reference

#### **International College of Manitoba and University of Manitoba Academic Advisory Council**

##### **TERMS OF REFERENCE**

The Academic Advisory Council shall provide advice to ICM and UM regarding the operations of ICM and in particular shall be responsible for reporting regularly on the following:

1. during any given time period, the numbers of students admitted to ICM, the courses offered by ICM, and the academic performance of ICM students in those courses;
2. during any given time period, the numbers of ICM students admitted to UM, their country of origin, the programs into which they are admitted, and the number of ICM students who are admitted to other postsecondary institutions;
3. during any given time period, the academic performance of ICM students admitted to UM programs as compared with the academic performance of other international students admitted to UM programs;
4. ICM and UM will report annually on their separate and joint activities undertaken to increase international student recruitment and retention;
5. analysis of UM Departmental workloads resulting from academic oversight of ICM courses and activities;
6. analysis of any concerns expressed by ICM instructors concerning working conditions; and
7. analysis of statistical data provided by ICM concerning student diversity, disability accommodation, and student disciplinary actions.

Following each of ICM's three academic terms, the Council shall submit a written report on these and any other matters to the UM Provost and the Principal of ICM. Each December, the Council shall submit a written report covering the previous year's activities to the Chair of the UM Senate.

The Council will determine its own rules of procedure and will meet at least once in each of ICM's academic terms.

The Council shall endeavour to consult with ICM students.

The Council consists of the following members:

- A Chair named by UM
- Three members named by UM
- Three members named by ICM.

*Approved: 16 October 2008*

*Amended: 31 October 2011*

## Appendix 2: Student Satisfaction Surveys

### ICM Student Satisfaction Survey – 2016 Results

Recommend your College to a Friend or Relative (New Calculation Method)	No. of Resp.	0	1 + 2	3 + 4	5 + 6	7+ 8	9 + 10
		103	4	6	8	26	37

[ 0 - 10 Scale, where 10 is most likely to recommend]

[Approximate Numerical Average = 6.47]

	No. Responses	No Reply	Very Poor	Poor	Satisfactory	Good	Excellent
<b>Overall Quality of Program</b>	208	104	2	6	29	50	17
<b>Overall Quality of Teachers</b>	165	23	1	2	31	63	45
Willingness to Help	165	23	1	6	27	58	50
Teaching Skills	165	23	1	7	32	54	48
Subject Knowledge	165	23	0	2	16	53	71
Punctuality	165	23	0	1	16	56	69
Professionalism	165	23	1	8	19	55	59
Preparation	165	23	0	3	17	64	58
Classroom Management	165	24	0	9	25	59	48
<b>Overall Quality of Support Services</b>	165	56	2	7	34	49	17
Welfare Support (eg Counselling)	165	68	3	4	30	41	19
Tourist Information	165	64	6	13	29	36	17
Student Mentor/Peer Tutoring	165	62	2	8	29	47	17
Pre-departure Information	165	64	2	8	26	52	13
Orientation Program	165	51	1	6	27	54	26
Organized Social Activities	165	68	3	8	28	37	21
Lecturer Consultations	165	62	1	6	26	52	18
Info for Graduating Students	165	72	4	10	28	36	15
General Support Workshops (eg finding employment, accommodation)	165	66	6	11	22	43	17
English Language Support	165	70	3	2	25	50	15
Computer Lab Assistance	165	72	0	7	27	44	15
Assignment Help from Tutors	165	61	3	8	30	43	20
Academic Skills Workshop (eg library basics, writing support, math)	165	63	1	4	25	55	17
<b>Overall Quality of Customer Services</b>	165	40	2	6	31	63	23
Student Administration (eg help with changing courses, VWs)	165	41	3	11	26	54	30
Reception Staff (answering questions accurately, pointing right direction)	165	38	3	7	29	54	34

	No. Responses	No Reply	Very Poor	Poor	Satisfactory	Good	Excellent
I.T. Support (help with problems connected to ICM IT system)	165	44	2	7	33	52	27
Assistance with Fee matter enquiries	165	43	2	7	29	53	31
Admissions Team (smooth enrolment in ICM)	165	41	1	7	24	65	27
<b>Overall Quality of Facilities and Resources at ICM</b>	165	44	1	3	29	63	25
WiFi/Internet Access	165	44	4	5	21	47	44
College Website/Portal	165	44	0	3	26	51	41
Toilets	165	44	4	7	34	54	22
Textbooks	165	47	3	6	29	57	23
Sporting Facilities	165	47	0	1	21	50	46
Library	165	44	0	1	18	50	52
Lecture Materials	165	43	1	5	38	53	25
IT Services and Support	165	50	1	5	32	44	33
Equipment in Classrooms	165	44	1	6	44	43	27
24-Hour Computer Labs	165	51	1	4	28	47	34
Classrooms	165	43	2	10	40	44	26
Cafeteria/Food Hall	165	46	6	4	35	44	30
<b>Overall Rating of ICM as Provider of Learning Opportunities</b>	165	17	3	6	39	67	33
Understanding Expectations of Studying at University	165	18	3	11	29	66	38
Developing Work-Related Skills (eg teamwork, presentation skills)	165	17	2	3	35	72	36
Learning About Diverse Cultural Backgrounds	165	18	0	10	40	66	31
Improving English Language Skills	165	17	0	4	33	76	35
Developing Academic Skills (eg writing, research)	165	17	0	10	30	60	48

	No. Responses	No Reply	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
<b>Overall, I am satisfied with the online learning environment in my College</b>	165	27	3	10	33	61	31
Moodle/Blackboard was a useful tool in enhancing my learning experience throughout my course	165	26	2	4	26	60	47
I was able to access lecture recordings easily after the completion of a lecture	165	27	12	14	38	50	165
Use of technology in the classroom (e.g., video streaming, interactive whiteboards) made lessons more engaging and interesting	165	26	5	7	20	54	53

	No. Responses	No Reply	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Online communication tools (e.g., discussion boards, Facebook groups) were effective in supporting my learning	165	29	13	20	37	40	26
<b>Overall, the College has an excellent environment</b>	165	1	5	9	47	68	35
The College was welcoming when I first started my study and gave me enough support to help me adjust to the new environment	165	0	9	5	32	77	42
The College provides a friendly and supportive learning environment for students to interact and exchange ideas freely	165	0	6	5	32	71	51
Staff at the College are innovative in their teaching methods and aim to make their subjects interesting	165	2	10	12	44	58	39
The College has a multicultural environment and I enjoy interacting socially with students from all backgrounds	165	1	7	6	29	76	46

Student Satisfaction Survey Questionnaire

**2016 Student Satisfaction Survey**

**Welcome to the 2016 Student Satisfaction Survey. Thank you for taking the time to complete the survey, your responses are greatly valued.**

**Your feedback is confidential. Your personal details will not be disclosed to any outside organisation or individual.**

**Instructions:**

- Please answer every question as accurately as possible: this will help us to improve our service to you.
- This survey is best suited to be completed using a computer mouse and not by keyboard.
- Please ensure that you answer all questions marked with an asterisk.

**Please note that there is a progress bar at the top of each page. This bar will indicate how far you have progressed in the survey.**

**You can now start the survey:**

- \* 1. What is your citizenship (as indicated by your passport)?

- \* 2. Please select the college you are attending.

- \* 3. Please enter the year you commenced study at the college.

- \* 4. Please select your course/program.

- \* 5. Please select your field of study.

## 2016 Student Satisfaction Survey

\* 6. Please indicate your level of agreement with the following statements about your College environment.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The College was welcoming when I first started my study and gave me enough support to help me adjust to the new environment.	<input type="radio"/>				
The College provides a friendly and supportive learning environment for students to interact and exchange ideas freely.	<input type="radio"/>				
Staff at the College are innovative in their teaching methods and aim to make their subjects interesting.	<input type="radio"/>				
The College has a multicultural environment and I enjoy interacting socially with students from all backgrounds.	<input type="radio"/>				
Overall, the College has an excellent environment.	<input type="radio"/>				

7. Add any comments about your College environment.

## 2016 Student Satisfaction Survey

\* 8. How do you rate your College in providing the following learning opportunities?

	Excellent	Good	Satisfactory	Poor	Very Poor
Learning about diverse cultural backgrounds	<input type="radio"/>				
Improving English language skills	<input type="radio"/>				
Developing academic skills (e.g. writing skills, researching skills)	<input type="radio"/>				
Developing work-related skills (e.g. teamwork, presentation skills)	<input type="radio"/>				
Understanding expectations for studying at university	<input type="radio"/>				
Overall, how do you rate your College in providing for those learning opportunities?	<input type="radio"/>				

9. Add any comments about the learning opportunities provided by your College.

## 2016 Student Satisfaction Survey

\* 10. How do you rate your teachers against the following aspects?

	Excellent	Good	Satisfactory	Poor	Very Poor
Punctuality	<input type="radio"/>				
Preparation	<input type="radio"/>				
Subject knowledge	<input type="radio"/>				
Teaching skills	<input type="radio"/>				
Professionalism	<input type="radio"/>				
Willingness to help	<input type="radio"/>				
Classroom management	<input type="radio"/>				
Overall, how do you rate the quality of teaching in your College?	<input type="radio"/>				

11. Add any comments about your teachers.

## 2016 Student Satisfaction Survey

\* 12. Please indicate your level of agreement with the following aspects of your College's online learning environment.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I was able to access lecture recordings easily after the completion of a lecture.	<input type="radio"/>				
Moodle/Blackboard was a useful tool in enhancing my learning experience throughout my course.	<input type="radio"/>				
Use of technology in the classroom (e.g. video streaming, interactive whiteboards) made lessons more engaging and interesting.	<input type="radio"/>				
Online communication tools (e.g. discussion boards, Facebook groups) were effective in supporting my learning.	<input type="radio"/>				
Overall, I am satisfied with the online learning environment in my College.	<input type="radio"/>				

13. Add any comments about your College's online learning environment.

## 2016 Student Satisfaction Survey

\* 12. Please indicate your level of agreement with the following aspects of your College's online learning environment.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I was able to access lecture recordings easily after the completion of a lecture.	<input type="radio"/>				
Moodle/Blackboard was a useful tool in enhancing my learning experience throughout my course.	<input type="radio"/>				
Use of technology in the classroom (e.g. video streaming, interactive whiteboards) made lessons more engaging and interesting.	<input type="radio"/>				
Online communication tools (e.g. discussion boards, Facebook groups) were effective in supporting my learning.	<input type="radio"/>				
Overall, I am satisfied with the online learning environment in my College.	<input type="radio"/>				

13. Add any comments about your College's online learning environment.

## 2016 Student Satisfaction Survey

16. How do you rate the following facilities and resources at your College? (If the facilities and resources are not accessible in your campus, please leave the space blank)

	Excellent	Good	Satisfactory	Poor	Very Poor
Textbooks	<input type="radio"/>				
Lecture materials	<input type="radio"/>				
Classrooms	<input type="radio"/>				
Equipment in classrooms	<input type="radio"/>				
Library	<input type="radio"/>				
24-hour computer laboratories	<input type="radio"/>				
Information Technology (I.T.) services and support	<input type="radio"/>				
Website/Portal	<input type="radio"/>				
WiFi/Internet access	<input type="radio"/>				
Cafeteria/Food hall	<input type="radio"/>				
Sporting facilities (e.g. Basketball courts, tennis courts)	<input type="radio"/>				
Toilets	<input type="radio"/>				
Overall, how do you rate the quality of the facilities and resources?	<input type="radio"/>				

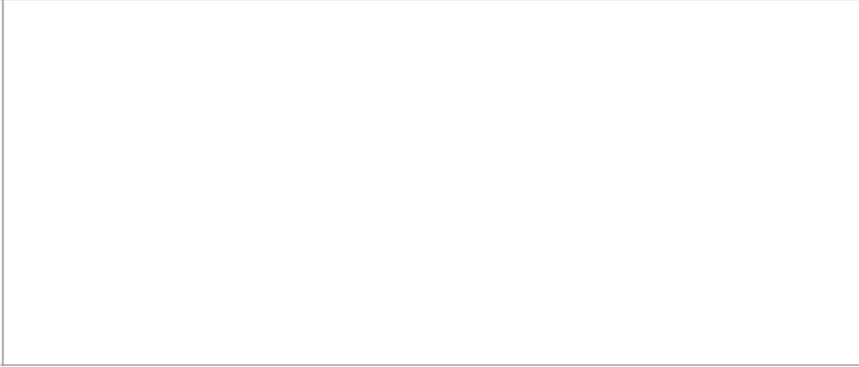
17. Add any comments about the facilities and resources at your College.

## 2016 Student Satisfaction Survey

18. How do you rate the following support services at your College? (If you have not used a particular support service, please leave the space blank)

	Excellent	Good	Satisfactory	Poor	Very Poor
Pre-departure programs (e.g. Info session before leaving home country)	<input type="radio"/>				
Orientation (e.g. Course information, campus tours)	<input type="radio"/>				
Lecturer consultations	<input type="radio"/>				
Assignment help from tutors	<input type="radio"/>				
Student mentor programs / Peer tutoring program	<input type="radio"/>				
English language support	<input type="radio"/>				
Academic Skills workshops (e.g. Library basics, writing support, math)	<input type="radio"/>				
Computer lab assistance	<input type="radio"/>				
Welfare support (e.g. Counselling)	<input type="radio"/>				
General support workshops (e.g. Finding employment, accommodation)	<input type="radio"/>				
Organised social activities (e.g. BBQs, multicultural events)	<input type="radio"/>				
Tourist information (e.g. things to do in the local town)	<input type="radio"/>				
Information for graduating students	<input type="radio"/>				
Overall, how do you rate the quality of support services?	<input type="radio"/>				

19. Add any comments about the support services at your College.

A large, empty rectangular box with a thin black border, intended for the user to write their comments about support services at their college.

## 2016 Student Satisfaction Survey

\* 20. From the list below, please rank which methods of communication you prefer for the provision of important information (with 1 being your most preferred method of communication).

<input type="text"/>	Student portal
<input type="text"/>	Email
<input type="text"/>	SMS
<input type="text"/>	Social media - Facebook/Twitter
<input type="text"/>	Forums
<input type="text"/>	Student Newsletter
<input type="text"/>	Student Fact Sheets
<input type="text"/>	Digital Signage
<input type="text"/>	Posters and notices
<input type="text"/>	Class visits
<input type="text"/>	Information sessions
<input type="text"/>	Student committees

21. Add any comments about the methods of communication.

2016 Student Satisfaction Survey

\* 22. Overall, how do you rate the quality of the course/program you are studying?

- Excellent
- Good
- Satisfactory
- Poor
- Very Poor

23. Please include comments below on what your College does well.

24. Please include comments below on what your College could improve.

2016 Student Satisfaction Survey

\* 25. On a scale of 0 to 10 (with 10 being most likely), how likely are you to recommend your College to a friend or relative?

0	1	2	3	4	5	6	7	8	9	10
<input type="radio"/>										

Any further comments:

## Appendix 3: i-Graduate Survey 2013

Navitas College comparison of institutions that surveyed international students.

Base	70410	6616	341
OVERALL SATISFACTION			
	% Satisfied		
	Global ISB	NVT ISB 2013	ICM
<b>Arrival Overall</b>	<b>89%</b>	<b>88%</b>	85%
<b>Learning Overall</b>	<b>86%</b>	<b>88%</b>	84%
<b>Living Overall</b>	<b>87%</b>	<b>87%</b>	86%
<b>Support Overall</b>	<b>90%</b>	<b>89%</b>	89%
<b>Overall Satisfaction</b>	<b>89%</b>	<b>87%</b>	86%
<b>RECOMMENDATION</b>	<b>82%</b>	<b>79%</b>	72%

ARRIVAL SATISFACTION			
	% Satisfied		
Arrival Elements	Global ISB	NVT ISB 2013	ICM
Accommodation Office	<b>86%</b>	88%	N/A
Accommodation Condition	<b>85%</b>	85%	87%
Bank account	<b>81%</b>	89%	92%
Email/Internet	<b>77%</b>	84%	91%
Finance Office	<b>91%</b>	90%	89%
First night	<b>86%</b>	85%	86%
Formal welcome	<b>89%</b>	88%	89%
Health insurance	<b>85%</b>	86%	85%
Similar friends	<b>87%</b>	89%	92%
Host friends	<b>77%</b>	79%	78%
Local Orientation	<b>86%</b>	86%	87%
Meeting staff	<b>90%</b>	91%	91%
Other friends	<b>88%</b>	89%	89%
Registration	<b>88%</b>	89%	88%
Social activities	<b>84%</b>	85%	85%
Study sense	<b>84%</b>	88%	85%
Campus Orientation	<b>87%</b>	87%	88%
Welcome	<b>82%</b>	83%	80%

LEARNING SATISFACTION			
	% Satisfied		
Learning elements	Global ISB	NVT ISB 2013	ICM
Teachers' English	<b>90%</b>	92%	88%
Marking criteria	<b>81%</b>	90%	90%
Assessment	<b>87%</b>	91%	91%
Careers advice	<b>73%</b>	83%	77%
Course content	<b>89%</b>	91%	94%
Class size	<b>88%</b>	91%	87%
Expert teachers	<b>93%</b>	92%	92%
Employability	<b>78%</b>	84%	82%
Good teachers	<b>87%</b>	91%	89%
Online library	<b>90%</b>	90%	89%
Physical library	<b>89%</b>	90%	92%
Learning support	<b>88%</b>	91%	93%
Learning spaces	<b>89%</b>	91%	85%
Language support	<b>88%</b>	90%	88%
Multicultural	<b>90%</b>	91%	92%
Preparing for studies	<b>92%</b>	92%	91%
Course organisation	<b>85%</b>	90%	89%
Performance feedback	<b>81%</b>	89%	90%
Quality classes	<b>88%</b>	91%	90%
Technology	<b>89%</b>	91%	89%
Virtual learning	<b>91%</b>	92%	91%
Work experience	<b>69%</b>	82%	75%

<b>LIVING SATISFACTION</b>			
	<b>% Satisfied</b>		
<b>Living elements</b>	<b>Global ISB</b>	<b>NVT ISB 2013</b>	<b>ICM</b>
Accommodation access	<b>87%</b>	87%	91%
Accommodation quality	<b>84%</b>	85%	90%
Accommodation cost	<b>57%</b>	68%	69%
Eco friendly	<b>90%</b>	93%	93%
Earning money	<b>53%</b>	73%	60%
Financial support	<b>56%</b>	81%	76%
Good contacts	<b>79%</b>	87%	86%
Good place to be	<b>89%</b>	90%	91%
Host culture	<b>85%</b>	88%	86%
Host friends	<b>75%</b>	78%	78%
Internet access	<b>78%</b>	84%	90%
Living cost	<b>61%</b>	70%	69%
Other friends	<b>88%</b>	89%	89%
Campus quality	<b>88%</b>	90%	92%
Campus environment	<b>91%</b>	92%	94%
Social activities	<b>82%</b>	84%	84%
Safety	<b>89%</b>	90%	92%
Similar friends	<b>87%</b>	89%	92%
Social facilities	<b>82%</b>	85%	83%
Sport facilities	<b>83%</b>	83%	82%
Transport links	<b>81%</b>	86%	84%
Transport links (study locations)	<b>82%</b>	85%	87%
Visa advice	<b>83%</b>	87%	81%
Worship facilities	<b>87%</b>	88%	90%

SUPPORT SATISFACTION			
Support elements	% Satisfied		
	Global ISB	NVT ISB 2013	ICM
Accommodation Advice	88%	88%	96%
Accommodation Office	84%	88%	N/A
Catering	79%	82%	85%
Counselling	91%	93%	86%
Careers Service	88%	89%	88%
Disability Support	93%	94%	96%
Finance Office	89%	90%	86%
Faith Provision	94%	95%	96%
Health Centre	88%	91%	96%
Halls Welfare	91%	90%	89%
International Office	91%	94%	93%
IT Support	93%	94%	92%
Student Advisory	93%	92%	89%
Students' Union	93%	94%	N/A
Clubs/societies	93%	91%	88%

Satisfaction averages are based on a 4 point scale

Satisfaction % are based on: very satisfied / satisfied

Recommendation averages are based on a 5 point scale

Recommendation % are based on: actively encourage / would encourage if asked

Base numbers of responses are shown at the top of each column

Columns are only displayed for 50 or more responses

Individual elements with 0 (zero) responses show NA

Elements with <20 responses show NSV (no significant value)

Labels are shortened and standardised, and are not the exact terminology used in the questionnaire

Derived importance based on correlation with recommendation score

\*% appears where value is <0.5%

## Appendix 4: UTP I Course Descriptions

### **BUS 108 - Business Management**

Present the fundamentals of business organization and procedures to acquaint students with management principles, business terminology, types of business organizations and their control. The class format will include formal lectures, management games, class discussions, and case analysis.

### **CHM 100 - Basic Chemistry**

A course designed for students with little or no background in chemistry who wish to study science or engineering streams. This course introduces chemical nomenclature, balancing chemical equations, solution chemistry, gases, electrochemistry, and heat changes in reactions.

### **ECN 100 – Introduction to Economics**

Economics is a social science that includes the study of how individual and aggregate choices influence the marketplace and the economy. This course will cover issues of both microeconomics and macroeconomics. Microeconomics explores the way in which individual economic agents – workers, consumers, households and firms – make decisions. Macroeconomics encompasses the aggregate economy and is concerned with issues such as the total output, interest rates, inflation and unemployment. This course will attempt to combine economic theory with practical, everyday applications. The goal of this course is to give students a sufficient understanding of economic issues and problems so that students may understand the impact of government policy, economic phenomena and the choices people make.

### **ESR 100 - English Skills/Reading**

English Skills/Reading 100 offers the opportunity to develop a full range of active reading skills and acquire a broader knowledge base and vocabulary through reading and analyzing scholarly material from a variety of disciplines. Students write summaries, paragraphs, and one academic research essay. The course also employs active listening skills.

### **ESW 100 – English Skills/Writing**

ESW100 offers university bound students the opportunity to improve academic essay writing skills through study and practical application of four essay organization patterns: process, comparison/contrast, cause/effect, and argumentative. Library skills for research are included.

### **HIS 105 – The Story of English**

The purpose of this class is twofold, to introduce students to the history of English language as a tool to explain the idiosyncrasies of the language; and to introduce students to the development of the sociopolitical institutions that have impacted the modern world.

### **MATH 099 – Introduction to Algebra**

An introductory math course focusing on equations, factoring, rational exponents, analytical geometry and trigonometry.

**MATH 101 – Introduction to Mathematics**

This course, together with Math 103, provide students with a chance to master key concepts in pre-calculus mathematics (grade 12 math) and its applications. It also introduces students to calculus in a highly supportive atmosphere in order to prepare them to succeed in first year math calculus and science courses. Content includes Review of Algebra, Graphs and Inequalities, Functions, Analytical Geometry, Sequences and Series, Systems of Equations and Inequalities, Linear Functions, Quadratic Functions, maximum and minimum problems.

**MATH 103 - Foundations of Mathematics**

This course, together with Math 101, provide students with a chance to master key concepts in pre-calculus mathematics (grade 12 math) and its applications. It also introduces students to calculus in a highly supportive atmosphere in order to prepare them to succeed in first year math calculus and science courses. Content includes review of algebra, functions and graphs, composite and inverse functions, polynomial and rational functions, log and exponential functions, trigonometric and its inverse functions, sum/difference formula and double angle formula.

**PHY 100 – Basic Physics**

A course designed for students with little or no background in physics who wish to study science or engineering streams. This course focuses on describing the motion and interaction of objects using Newton's classical laws of motion. These descriptions will include, but will not be limited to, the important concepts of work, energy, force and momentum. The course aims to prepare students for the UTP Stage II PHYS1050 Engineering physics course. The PHY100 course is designed to have a rational flow towards that end so that the student perceives a clear causal chain derived from a few fundamental principles.

**SOC 105 – World Issues**

Students will examine the historical, current, and future implications of world issues; analyze the effects of world issues on quality of life within different political, social, and economic systems; explore various perspectives on world issues; and gain informed opinions on world issues.

**STT 101 – Introduction to Statistics**

The course will provide an understanding of the basic concepts of probability and statistical inference, focusing on an intuitive approach to understanding concepts and methodologies. The course will give an introduction to statistical and critical thinking, including descriptive statistics, probability, sampling distributions, interval estimation, hypothesis testing, and regression.

## Appendix 5: UM Courses Offered by ICM

Table A: List of UCM Courses Taught by ICM Since 2008

ABIZ 1000	Introduction to Agribusiness Management
ABIZ 1010	Economics of World Food Issues and Policies
ACC 1100	Introductory Financial Accounting
ANTH 1220	Cultural Anthropology
ANTH 2430	Ecology, Technology and Society
ARTS 1110	Introduction to University
BIOL 1000	Biology: Foundations of Life
BIOL 1020	Biology 1: Principles and Themes
BIOL 1030	Biology 2: Biological Diversity, Function and Interactions
CHEM 1300	University 1 Chemistry: Structure and Modelling in Chemistry
CHEM 1310	University 1 Chemistry: An Introduction to Physical Chemistry
COMP 1010	Introductory Computer Science 1
COMP 1012	Computer Programming for Scientists and Engineers
COMP 1020	Introductory Computer Science 2
COMP 1260	Introductory Computer Usage 1
ECON 1010	Introduction to Microeconomic Principles
ECON 1020	Introduction to Macroeconomic Principles
ECON 1200	Principles of Economics
ENG 1430	Design in Engineering
ENG 1440	Introduction to Statics
ENG 1450	Introduction to Electrical and Computer Engineering
ENG 1460	Introduction to Thermal Sciences
ENGL 1310	Literary Topics 1
ENGL 1400	Thematic Approaches to the Study of Literature
ENVR 1000	Environmental Science 1 - Concepts
ENVR 2000	Environmental Science 2 - Issues
GEOL 1340	The Dynamic Earth
GEOG 1280	Introduction to Human Geography
GEOG 1290	Introduction to Physical Geography
GEOL 1340	Geology: The Dynamic Earth
GMGT 1010	Business & Society
GMGT 2010	Business Communications
GMGT 2070	Introduction to Organizational Behaviour
HNSC 1210	Nutrition for Health and Changing Lifestyles
HRIR 2440	Human Resource Management
INTB 2200	International Management
MATH 1210	Techniques of Classical and Linear Algebra
MATH 1300	Vector Geometry and Linear Algebra
MATH 1310	Matrices for Management and Social Sciences
MATH 1500	Introduction to Calculus
MATH 1700	Calculus 2
MKT 2200	Fundamentals of Marketing
MKT 2210	Fundamentals of Marketing
PHIL 1290	Critical Thinking
PHYS 1050	Physics 1: Mechanics
POLS 1010	Political Ideas and Ideologies
POLS 1040	Global Political Issues
PSYC 1200	Introduction to Psychology
STAT 1000	Basic Statistical Analysis 1

Table B: ICM UTP II Courses in Winter 2016 Term

Course	Sections	Wet Labs
ABIZ1000	3	
ABIZ1010	2	
ANTH1220	3	
ARTS1110	3	
BIOL1000	2	
BIOL1020	1	1
CHEM1300	2	1
CHEM1310	1	1
COMP1012	2	
COMP1020	1	
COMP1260	4	
ECON1010	7	
ECON1020	7	
ENG1430	1	1
ENG1440	1	
ENG1450	1	1
ENGL1400	9	
ENVR1000	2	
GEOG1280	2	
GEOG1290	2	
GMGT1010	1	
GMGT2070	1	
HNSC1210	3	
HRIR2440	1	
INTB2200	1	
MATH1210	2	
MATH1300	3	
MATH1500	9	
MATH1700	3	
MKT2210	1	
PHIL1290	2	
PHYS1050	2	2
POLS1010	3	
POLS1040	3	
PSYC1199	3	
PSYC1200	3	
STAT1000	8	
<b>Grand Total</b>	<b>105</b>	

## Appendix 6: UTP II Course Descriptions

ICM Course Coordinators are responsible for ensuring that the content and evaluation procedures for UTP II courses are the same as for the equivalent UM courses. Accordingly, UTP II Course Descriptions are the same as the equivalent UM courses.

ICM students are provided the following for their program planning information:

### **ABIZ 1000 – Introduction to Agribusiness Management** Cr. Hrs. 3

**Faculty:** Agricultural and Food Sciences **Department:** Agribusiness and Ageconomics

Introduction to management principles applied to agribusiness. Topics covered will include cooperative and corporate organizations, financial analysis, marketing and planning. All students will prepare a business plan. Students will use spreadsheet skills with respect to processing information and preparing forecasts.

### **ABIZ 1010 – Economics of World Food Issues** Cr. Hrs. 3

**Faculty:** Agricultural and Food Sciences **Department:** Agribusiness and Ageconomics

Determinants of global food consumption, production and the factors underpinning food security and malnutrition. The importance of international trade in balancing countries' supply and demand for food, examination of trade barriers and institutions facilitating trade.

### **ANTH 1220 – Cultural Anthropology** Cr. Hrs. 3

**Faculty:** Arts **Department:** Anthropology

The comparative study of human societies and cultures, including language, economic and political organization, family and kinship, ritual and belief systems, cultural stability and change. Students may not hold credit for ANTH 1220 and any of: ANTH 1221 or ANTH 1520.

### **ARTS 1110 - Introduction to University** Cr. Hrs. 3

**Faculty:** Arts **Department:** Arts Interdisciplinary

A seminar course designed to help students make the transition from high school to university by imparting the knowledge, skills, and attitudes necessary for success in university study. Students may not hold credit for both ARTS 1110 and ARTS 1111. This course fulfils the U of M written English requirement in most programs.

*Prerequisite: ILS or AES100 or (ESR100 & ESW100).*

### **BIOL 1000 – Biology: Foundations of Life** Cr.Hrs.3

**Faculty:** Science **Department:** Biological Sciences

A course in unifying principles of biology including cell biology, bioenergetics, cell division, genetics and evolution. May not be used as a credit in a Major or Honours program in the Biological Sciences at the U of M.

*Note: BIOL 1000 can be used as an elective in science, arts and business programs, except for Biological Sciences. It is also required as a pre-requisite for BIOL1020 IF students do not have Grade 12-equivalent levels of biology, mathematics and one of physics or chemistry.*

*CAUTION: Students who have the appropriate high school science and math levels and plan to take BIOL1020 and BIOL1030 (required for biological sciences, biotechnology, organic chemistry, biochemistry, microbiology, agriculture) SHOULD NOT TAKE THIS COURSE WITHOUT SPEAKING TO A STUDENT ADVISOR. That is because students cannot hold credit for both BIOL 1000 and BIOL 1020. You can take both courses, but you only receive 3 credit hours from U of M for the two courses.*

**BIOL 1020 – Biology 1: Principles and Themes** Cr. Hrs. 3 (Lab Required)

**Faculty:** Science **Department:** Biological Sciences

A laboratory-based course in unifying principles of biology including cell biology, bioenergetics, cell division, genetics and evolution. This course is intended for major and honours students in the Biological Sciences. Not to be held with BIOL 1021, BIOL 1000, BIOL 1001 (071.100), BIOE 2590 (034.259), or the former 071.125, 071.123 or 071.201.

*Prerequisite: Biology 40S (or equivalent) and any 40S Mathematics (or equivalent) and one of 40S Chemistry or 40S Physics (or equivalent); or BIOL 1000 (C). Students who complete BIOL 1000 as the prerequisite for BIOL 1020 will not be allowed to use both BIOL 1000 and BIOL 1020 towards their degree program as the two courses may not be held for credit with one another.*

**BIOL 1030 – Biology 2: Biological Diversity, Function and Interactions** Cr. Hrs. 3 (Lab Required)

**Faculty:** Science **Department:** Biological Sciences

A laboratory-based course introducing biological diversity including prokaryotes, protists, fungi, plants and animals; the form and function of plants and animals and basic concepts of ecology.

NOTE: BIOL 1030 is a prerequisite to further courses in Microbiology and to most courses in Biological Sciences. It is also intended for students proceeding to Agricultural and Food Sciences, Dentistry, Human Ecology, Medicine, Optometry, Pharmacy, Veterinary Science, Physical Education and Science.

*Prerequisite: A grade of 'C' or better in BIOL 1020.*

**CHEM 1300 – University 1 Chemistry: Structure and Modelling in Chemistry** Cr. Hrs. 3 (Lab Required)

**Faculty:** Science **Department:** Chemistry

Atomic and molecular models and their applications to chemistry, including a discussion of solid, liquid, and gaseous states, and of mixtures. Not to be held with CHEM 1301. *Prerequisite: Mathematics 40S (high school) or equivalent (UTP I MTH 101 and/or 103) AND Chemistry 40S (high school) or equivalent (UTP I CHM 100 with minimum C grade).*

**CHEM 1310 - University 1 Chemistry: An Introduction to Physical Chemistry** Cr. Hrs. 3 (Lab Required)

**Faculty:** Science **Department:** Chemistry

Thermochemistry, chemical thermodynamics, and chemical kinetics.

*Prerequisite: A grade of 'C' or better in CHEM 1300.*

**COMP 1012 - Computer Programming for Scientists and Engineers** Cr. Hrs. 3 (Lab Required)

**Faculty:** Science **Department:** Computer Science

An introduction to computer programming suitable for solving problems in science and engineering. Students will implement algorithms for numerical processing, statistical analysis and matrix operations. Not to be held with COMP 1010.

*Prerequisite: Mathematics 40S (high school) or equivalent (UTP I MTH101 and/or 103). Co-requisite: MATH 1500 (or equivalent), this means that students must take MATH 1500 prior to, or at the same time, as COMP 1012.*

**COMP 1020 – Introductory Computer Science 2** Cr. Hrs. 3 (Lab Required)

**Faculty:** Science **Department:** Computer Science

More features of a procedural language, elements of programming. Not to be held with COMP 1021.

*Prerequisite: COMP 1012 (C)*

**COMP 1260 – Introductory Computer Usage 1** Cr. Hrs. 3

**Faculty:** Science **Department:** Computer Science

This course offers an introduction to modern computer services. Areas covered will include word processing, spreadsheets, data management systems and graphics. No prior computer knowledge is necessary. May not be taken within the Computer Science Honours or Major program.

**ECON 1010 – Introduction to Microeconomic Principles** Cr. Hrs. 3

**Faculty:** Arts **Department:** Economics

This course introduces students to the study of microeconomics. Topics include: demand and supply, price determination, market structure and resource allocation; the behaviour of consumers and firms; and market intervention by government. Selected economic topics are examined such as: welfare programs, environmental regulation, the economics of discrimination, pay equity, and taxation. Students may not hold credit for ECON 1010 and any of: ECON 1011 or ECON 1210 (018.121) or ECON 1211 (018.121) or ECON 1220 (018.122) or ECON 1221 (018.122) or the former ECON 1200 (018.120) or the former ECON 1201 (018.120).

**ECON 1020 – Introduction to Macroeconomic Principles** Cr.Hrs.3

**Faculty:** Arts **Department:** Economics

This course introduces students to the study of macroeconomics. Topics include: aggregate performance and policy; the determinants of national income, employment and the price level, the role of monetary and fiscal policies in stabilizing the economy and promoting economic growth. Students may not hold credit for ECON 1020 and any of: ECON 1021 or ECON 1210 (018.121) or ECON 1211 (018.121) or ECON 1220 (018.122) or ECON 1221 (018.122) or the former ECON 1200 (018.120) or the former ECON 1201 (018.120).

**ENGL 1400 - Thematic Approaches to the Study of Literature** Cr.Hrs.3

**Faculty:** Arts **Department:** English, Film, and Theatre

An introduction to the study of literature, with emphasis on the development of reading and writing skills. Poetry, prose, and drama from various thematic perspectives. Texts for each section will be announced. Students may not hold credit for both ENGL 1400 and the former ENGL 1310 (004.131).

This course fulfils the U of M written English requirement in most programs.

*Prerequisite: ILS or AES100 or (ESR100 & ESW100).*

**ENG 1430 – Design in Engineering** Cr. Hrs. 3 (Lab Required)

**Faculty:** Engineering **Department:** Engineering – Preliminary Year

The Creative Process; The Design Process; Working in a Team. The Engineering Profession from the Perspective of Students and Professionals. Academic, legal and ethical considerations. Not to be held with the former 130.113 or 130.140.

*Prerequisite: A minimum grade of 70% in pre-calculus mathematics 40S, physics 40S, and chemistry 40S, or their equivalents (UTP | MTH101/103, CHM100, PHY100).*

**ENG 1440 Introduction to Statics** Cr. Hrs. 3 (Lab Required)

**Faculty:** Engineering **Department:** Engineering – Preliminary Year

Statics of Particles; Rigid Bodies, Equilibrium of Rigid Bodies; Analysis of Structures; Distributed Forces. Not to be held with the former 130.135.

*Prerequisite: A minimum grade of 70% in pre-calculus mathematics 40S, physics 40S, and chemistry 40S, or their equivalents (UTP | MTH101/103, CHM100, PHY100).*

**ENG 1450 Introduction to Electrical and Computer Engineering** Cr. Hrs. 3 (Lab Required)

**Faculty:** Engineering **Department:** Engineering – Preliminary Year

Part I; Current, voltage, energy, potential, power Ohm's law; independent sources; capacitor, inductor, ideal diode, op-amp; Kirchoff's law; simple circuits (Resistive, RC, RL, OP-Amp; Diode); introduction to ac theory (Sinusoidal waveform, phase relations of voltage and current waveforms for R,L,C. RL and RC circuits). Part II; Applications (Digital Logic, motors).

*Prerequisite: A minimum grade of 70% in pre-calculus mathematics 40S, physics 40S, and chemistry 40S, or their equivalents (UTP | MTH101/103, CHM100, PHY100).*

**ENG 1460 Introduction to Thermal Sciences** Cr. Hrs. 3 (Lab Required)

**Faculty:** Engineering **Department:** Engineering – Preliminary Year

Properties of pure substances; First Law for Closed Systems; First Law for Open Systems; Second Law; Examples of Power Cycles and Refrigeration Cycles.

*Prerequisite: A minimum grade of 70% in pre-calculus mathematics 40S, physics 40S, and chemistry 40S, or their equivalents (UTP | MTH101/103, CHM100, PHY100).*

**ENVR 1000 – Environmental Science 1 – Concepts** Cr. Hrs. 3

**Faculty:** Clayton H. Riddell Faculty of Environment, Earth, and Resources **Department:** Environment and Geography

This course will introduce students to the conceptual framework of the environment by examining its physical, biological, and social components. General topics to be considered will include ecological principles and the responses of natural and managed systems to disturbance; population growth; biodiversity and conservation; and environmental sustainability. Not to be held with BIOL1340 (071.134).

**GEOG 1280 – Introduction to Human Geography** Cr. Hrs. 3

**Faculty:** Clayton H. Riddell Faculty of Environment, Earth, and Resources **Department:** Environment and Geography

This course studies aspects of the human world: population, settlement and resources. Not to be held with GEOG 1200 or GEOG 1201 or GEOG 1281.

**GEOG 1290 – Introduction to Physical Geography** Cr. Hrs. 3

**Faculty:** Clayton H. Riddell Faculty of Environment, Earth, and Resources **Department:** Environment and Geography

This course studies aspects of our physical environment: climate, landforms, soils and vegetation. *Not to be held with GEOG 1291 or GEOG 1200 or GEOG 1201.*

**GEOL 1340 – The Dynamic Earth** Cr. Hrs. 3 (Lab Required)

**Faculty:** Clayton H. Riddell Faculty of Environment, Earth, and Resources **Department:** Geological Sciences

(Lab Required) An introduction to dynamics of the Earth's interior and surface that created the environment in which life evolved and that continue to change the world in which people now live. Not to be held with (GEOL 1440 or 007.144) or GEOL 2250 (007.225) or (007.123) or (007.124).

Recommended for students intending to proceed in further courses in the Geological Sciences.

**GMGT 1010 – Business & Society** Cr. Hrs. 3

**Faculty:** Management, I. H. Asper School of Business **Department:** Business Administration

The course will provide over arching frameworks to examine the nature, role, and importance of business in society. Key internal operations of business organizations will be discussed (e.g. finance, marketing, operations), but the majority of the course examines the relationships that business firms must balance among key stakeholders in their external environment (i.e. government, owners, customers, communities, suppliers, future generations, etc.). Students will examine various institutional contexts (e.g. economic, political-legal, and socio-cultural) and critically think about relationships between business and society, mindfully considering alternative approaches to management. Special emphasis will be placed on contemporary social issues in business (e.g. sustainable development, corporate social responsibility).

*Prerequisite: ENGL1400 or ARTS1110 (C), student must have completed two semesters at ICM.*

**GMGT 2070 - Introduction to Organizational Behaviour** Cr. Hrs. 3

**Faculty:** Management, I. H. Asper School of Business **Department:** Business Administration

Examination of the impact of human behaviour on the formal and informal organization. Topics include leadership, work groups, organizational conflict, and communications.

*Prerequisite: ENGL1400 or ARTS1110 (C), student must have completed two semesters at ICM.*

*Corequisite: GMGT 1010.*

**HNSC 1210 – Nutrition for Health and Changing Lifestyles** Cr.Hrs.3

**Faculty:** Human Ecology **Department:** Human Nutritional Sciences

This course addresses the relationship between nutrition and health. The focus is on healthy eating and on strategies for modifying food patterns within the context of lifestyle and culture. Not to be held with 030.117 or 030.323 or HNSC 1100.

**HRIR 2440 – Human Resource Management** Cr. Hrs. 3

**Faculty:** Management, I. H. Asper School of Business **Department:** Business Administration

Introduction to principles and procedures in the management of human resources. Topics include diversity management, conflict resolution, employment, law, planning, job analysis, performance appraisal, staffing, compensation, union-management relations, and current issues.

*Prerequisite: ENGL1400 or ARTS1110 (C), student must have completed two semesters at ICM.*

**INTB 2200 – International Management** Cr. Hrs. 3

**Faculty:** Management, I. H. Asper School of Business **Department:** Business Administration

Analysis of the practice of management in an international setting. Examines the cultural, political, and economic environments which influence managerial decision-making in an international context.

*Prerequisite: ENGL1400 or ARTS1110 (C), student must have completed two semesters at ICM.*

**MATH 1210 – Techniques of Classical and Linear Algebra** Cr. Hrs. 3 (Lab Required)

**Faculty:** Science **Department:** Mathematics

To introduce a variety of practical algebraic concepts and skills necessary for the study of calculus and advanced engineering mathematics. The emphasis of this course is in the development of methodology and algebraic skill necessary for successful completion of subsequent engineering mathematics courses. This course is intended for Engineering and Geophysics students only. Not to be held with MATH 1200, MATH 1201, MATH 1300, MATH 1301, or MATH 1310.

*Prerequisites: a minimum grade of 60% in Pre-calculus Mathematics 40S, or equivalent (UTP I MTH 101 and/or 103).*

**MATH 1300 – Vector Geometry and Linear Algebra** Cr. Hrs. 3 (Lab Required)

**Faculty:** Science **Department:** Mathematics

An introduction to vectors, matrices, systems of linear equations and three-dimensional geometry. Not to be held for credit with MATH 1210, MATH 1310 (136.131), MATH 1301. *Prerequisite: Mathematics 40S (high school) or equivalent (UTP I MTH 101 and/or 103).*

**MATH 1500 - Introduction to Calculus** Cr. Hrs. 3 (Lab Required)

**Faculty:** Science **Department:** Mathematics

Differentiation and integration of elementary functions, with applications to maxima and minima, rates of change, area, and volume. Not to be held with MATH 1501, MATH 1510 (136.151), MATH 1520 (136.152), the former 136.153, the former MATH 1680 (136.168), or MATH 1690 (136.169).

*Prerequisite: Mathematics 40S (high school) or equivalent (UTP I MTH 101 and/or 103).*

**MATH 1700 – Calculus 2** Cr. Hrs. 3 (Lab Required)

**Faculty:** Science **Department:** Mathematics

Theory and techniques of integration, curve sketching, volume, arc length, surface area and partial derivatives. Not to be held with MATH 1690 (136.169), MATH 1701, MATH 1710 (136.171), or the former 136.173.

*Prerequisite: A grade of "C" or better in one of MATH 1500*

**MKT 2210 – Fundamentals of Marketing** Cr. Hrs. 3

**Faculty:** Management, I. H. Asper School of Business **Department:** Marketing

Analysis of marketing problems, emphasizing various alternatives available for achieving economic efficiency in the distribution process; public policy with respect to marketing.

*Prerequisite: ENGL1400 or ARTS1110 (C), student must have completed two semesters at ICM.*

**PHIL 1290 – Critical Thinking** Cr. Hrs. 3

**Faculty:** Arts **Department:** Philosophy

A course which helps students to think clearly and critically, and to present defend and evaluate arguments. The instructor will discuss good and bad reasoning, everyday fallacies, some specific argument forms such as the categorical syllogism, and ways and means of defining words. *Students may not hold credit for PHIL 1290 (015.129) and any of: PHIL 1291 or PHIL 1320 (015.132) or PHIL 1321 (015.132).*

*Prerequisite: Student must have completed one semester at ICM.*

**PHYS 1050 – Physics 1: Mechanics** Cr. Hrs. 3 (Lab required)

**Faculty:** Science **Department:** Physics and Astronomy

It's rocket science! Mechanics is the science of describing (Kinematics) and explaining (Dynamics) motion. The basic concepts of calculus together with laws of conservation of momentum and energy are used to develop the tools required to describe, analyze and predict the outcomes of linear and rotational motion in simple mechanical systems. A brief introduction to the Einstein theory of special relativity provides a taste of modern approaches to this subject. This course develops a strong scientific foundation for students considering a program of study in engineering or the physical sciences. Not to be held with PHYS 1020, PHYS 1021 (016.102), PHYS 1051, PHYS 1410 (016.141), PHYS 1420 (016.142), or the former courses 016.118, 016.120, or 016.127.

*Prerequisites: Mathematics 40S (high school) or equivalent (UTP I MTH 101 and/or 103) AND Physics 40S (high school) or equivalent (UTP I PHY 100 with minimum C grade). Prerequisite or concurrent requirement: MATH 1500. This means that students must take MATH 1500 prior to, or at the same time, as PHYS 1050.*

**POLS 1010 Political Ideas and Ideologies** Cr. Hrs. 3

**Faculty:** Arts **Department:** Political Studies

An introduction to different philosophical systems of political beliefs and values that structure contemporary political discourse and practise. The lab component for this class will take place in the regular 4-hour class sessions.

**POLS 1040 Global Political Issues** Cr. Hrs. 3

**Faculty:** Arts **Department:** Political Studies

An investigation of the most pressing global issues facing the world today, including debates over globalization, the rise of trans-sovereign problems, and current theories about the future of the state. The lab component for this class will take place in the regular 4-hour class sessions.

**PSYC 1199/1200 - Introduction to Psychology** Cr.Hrs.6 (Note students must register in BOTH courses in consecutive semesters and will only receive credit for the course after completing PSYC 1200.)

**Faculty:** Arts **Department:** Psychology

Basic concepts and principles of individual behaviour are examined, particularly those of human development, normal and abnormal behaviour, social psychology, learning, perception, and psychological measurement. Students may not hold credit for PSYC 1200 (017.120) and any of: PSYC 1211 (017.121) or PSYC 1221 (017.122) or the former PSYC 1201 (017.120). Prerequisite for all other courses in Psychology.

**STAT 1000 - Basic Statistical Analysis 1** Cr. Hrs. 3

**Faculty:** Science **Department:** Statistics

An introduction to the basic principles of statistics and procedures used for data analysis. Topics to be covered include: gathering data, displaying and summarizing data, examining relationships between variables, sampling distributions, estimation and significance tests, inference for means. Not to be held with STAT 1001, STAT 2220 (005.222).

*Prerequisites: Mathematics 40S (high school) or UTP I MTH 099 with a grade of B+ or higher.*

*Recommended elective: Science.*

## Appendix 7: AES Sample Course Outline

### International College of Manitoba

#### Academic English Skills AES 100

Academic English Skills 100 (AES) is the English language component course of the International College of Manitoba and its overall purpose is to increase your English language skills and confidence so that you can participate successfully in academic study. This involves improving your skills in the areas of reading, writing, listening, and speaking including strengthening your control over English vocabulary and structure.

#### Required Texts & Materials

These materials are required by the end of the first week of classes.

*Pathways 3: Reading, Writing and Critical Thinking*

*Pathways 3: Listening Speaking and Critical Thinking*

*Oxford ESL Dictionary Pack: for learners of English Paperback*

Notebook or lined notebook paper

#### Portal

Portal is an important course component. Your marks will be posted on Portal. You may also use Portal to communicate with me, in case you have any questions about class, assignments, or anything else. My e-mail address is \_\_\_\_\_

**Absences:** If you miss 6 days of class you cannot pass. If you are late four times, it is equal to one absence. Missing over an hour of class, even for a four hour class, is considered an absence!

**Plagiarism:** It is unacceptable to copy from any source without proper citation. The ICM academic handbook requires that your instructor reports every incidence of plagiarism. Students found to have breached the regulations related to plagiarism and cheating are subject to punishments according to ICM policy.

**Library:** All ICM students have access to the UM library. For full details on the services available to ICM students, please see [umanitoba.ca/libraries/services/index.html](http://umanitoba.ca/libraries/services/index.html). ICM students have limited access to on-line resources. Access is available only through the Dafoe library. Students must request a temporary access code from the circulation desk.

#### Evaluation

The evaluation for this course includes the following components:

1. The first component consists of your performance throughout the semester which is allotted 55% in total and is made up of regular assessment of the following:

a. Homework assignments	10%
b. Unit writing assignments	15%
c. Presentations	15%
d. Unit tests	15%

2. The second component consists of an independent project which is rated 20%.
3. The third component is a midterm exam. This is allotted 10% and is administered approximately halfway through the course.
4. The fourth component is a final exam which is also allotted 15%. The final exam is given on the 14th week of the term. Date and time will be announced later.

All four components will contribute to the final grade in the course. The final grade will be calculated as a percentage and then assigned a pass or a repeat:

- 65% and higher represents a passing grade
- below 65% represents a failing grade and repeat

**Note 1:** Attendance at all classes is required. If you cannot attend class, you should e-mail the instructor to explain your absence. A doctor's note is required for all absences. Remember, absences and lateness will affect your grade.

**Note 2:** If you are absent for a quiz, presentation, the Independent Project presentation or Final Assessment, you will receive 0%.

**Note 3:** If you miss a class, it is *your* responsibility to ask your teacher for any handouts or assignments you missed or ask another student for homework assignments.

### Course Assignments

Homework assignments will be given in class. Unless otherwise instructed, they are due at the *beginning* of the next class.

*Note: Homework assignments are required, not optional. Assignments must be handed in on the due date. Late assignments will be either marked down (10% per day late) or not accepted. Written assignments must be typed, double spaced, and in 12-point font with your name and name of the assignment at the top of the page.*

The major assignments that contribute to your final Academic English assessment are:

#### 1. Unit writing assignments

In the second half of each reading and writing unit, you will work on a writing assignment based on the readings and ideas from that unit. These will be worked on in class. They will then be completed independently.

#### 2. Oral presentations

In the second half of each unit, you will work on a speaking assignment based on the listenings and ideas from that unit. These will be completed sometimes on your own, sometimes with a partner, and sometimes in groups. They will be worked on in class.

#### 3. Independent Project (IP)

This project will be assigned in week 9 and will be due in week 13. The project, which will involve applying your English language skills, will include preparing a written report and making a formal oral presentation of this report. This assignment will be broken into smaller tasks assigned over several weeks. You will receive more details about this assignment later.

## Proposed Schedule of Activities

Note: schedule subject to change. You will be informed of any changes. Additional assignments will be assigned.

Week	Textbook Chapter	Overview
Weeks 1-2	Unit 1 Reading/Writing: Social Relationships Unit 1 Listening Speaking: Gender and Society	Introduction to course Skills assessment Writing a comparative paragraph (Point by point) Mini-debate about where gender differences come from
Weeks 3-4	Unit 2 Reading/Writing: Science and Detection Unit 2 Listening/Speaking: Reproducing Life	Opinion paragraph about research Grp presentation: Studying an endangered species using specific details - What - Why - How - Where
Weeks 4-5	Unit 3 Reading/Writing: City Solutions Unit 3 Listening/Speaking: Human Migration	Descriptive paragraph Presentation with visuals: migrant groups
Week 6-7	Unit 4 Reading/Writing: Danger Zones Listening/Speaking: Fascinating Planet	Problem Solution Essay Discussing cause and effect Midterm exam (Tuesday, October 7, 2014)
Weeks 8-9	Unit 5 Reading/Writing: The Business of Tourism Unit 5 Listening/Speaking: Making a Living, Making a Difference	Cause-effect essay Presentation based on internet research Searching for academic sources Students receive IP outlines and select topics
Weeks 9-10	Unit 7 Reading/Writing: Global Appetites Unit 7 Listening/Speaking: After Oil	Persuasive essay Presentation: promotional ad of an alternative energy source IP outlines due
Weeks 11-12	Unit 8 Reading/Writing: Medical Innovators Unit 8 Listening/Speaking: Traditional and Modern Science	Writing a research based essay Presentation: Group summary IP Research essay rough drafts due
Week 13		Final exam review IP Final Paper due IP presentations Final exam

## Appendix 8: Ancillary Course Descriptions

### **ILS – Interactive Learning Series**

#### **Brief Description**

The **Interactive Learning Series** course is designed to help students from a variety of educational backgrounds to acclimatize to the Canadian learning environment.

Students are introduced to a broad range of skills and then given the opportunity to practice these so that they are able to both extract essential information and actively participate and communicate appropriately and effectively in their University courses. Some of the skills students will be introduced to include time management, effective reading and listening skills, notetaking, research, exam preparation, and effective communication when writing research papers and giving presentations. Aspects of the course also emphasize non-academic issues to assist students' transition to ICM and the University of Manitoba. *Prerequisite for ARTS 1110, ENGL 1400, PHIL 1290.*

*Students who complete AES 100 or UTP I ESR 100 and ESW 100 are not required to take this course. All other students must complete ILS.*

### **Reboot Course**

#### **Brief Description**

The course is designed to help students develop the skills necessary for personal and academic achievement. Through the course, students will develop an increased awareness about their own styles of learning, have the opportunity to address their challenges and learn strategies to enable success in higher education. *Students are required to set individual meetings with an ICM student advisor to complete the course.*

#### **Learning Outcomes**

Upon the successful completion of the course you will be able to:

- Develop the ability to assess yourself and identify areas for improvement, both personally and academically;
- Develop an action plan to identify realistic next steps in response to your assessment
- Understand and develop learning techniques and strategies;
- Understand different communication methods for the effective presentation of ideas and information in class (speaking, reading, writing, listening and presenting);
- Engage in problem recognition and solving;
- Understand the relationship between goal setting, time management, health and wellbeing to learning.



**ICM STUDENT HANDBOOK**

**2017**

International College of Manitoba

508 University Centre

Fort Garry Campus

University of Manitoba

Winnipeg, MB. R3T 2N2

Canada

[www.icmanitoba.ca](http://www.icmanitoba.ca)

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## 1. STUDENT CODE OF CONDUCT

ICM students have a right to a safe and conducive learning environment. ICM's Student Code of Conduct outlines standards of acceptable behaviour required by all ICM students. By ensuring appropriate standards of conduct, the reputation and integrity of the College, its students, faculty, and staff are maintained.

Within the college environment, both staff and students have expectations and responsibilities. These expectations and responsibilities assist ICM in providing students with educational resources and programming that will enable them to successfully complete their course of study.

### 1.1 ICM Expectations

As members of an academic community, students are expected to:

- Treat all others with respect and courtesy;
- Treat others equitably irrespective of ancestry, nationality, ethnic background or origin, religion or creed, age, sex, gender, sexual orientation, marital or family status, source of income, political belief, physical or mental disability, or social disadvantage;
- Respect the opinions and views of others;
- Avoid any conduct that might reasonably be perceived as harassment (including but not limited to sexual, racial, or gender-based) or otherwise intimidating;
- Attend classes, maintain consistent levels of study, and submit assessment pieces on time;
- Consider and utilise academic performance feedback from teaching staff;
- Familiarize themselves with, and follow, ICM's policies and procedures; and
- Maintain high standards and a professional approach to their studies.

### 1.2 Student Expectations

As individuals, students of ICM can expect:

- To be treated with courtesy and respect;
- To be treated equitably irrespective of ancestry, nationality, ethnic background or origin, religion or creed, age, sex, gender, sexual orientation, marital or family status, source of income, political belief, physical or mental disability, or social disadvantage;
- To be able to freely communicate and voice alternative points of view in rational debate;
- To participate in a learning environment free from harassment (including but not limited to sexual, racial, and gender-based) and intimidation;
- To have their personal information kept private and secure;
- To be able to access personal records, subject to the provisions of the Freedom of Information and Protection of Privacy Act;
- To be provided with timely and accurate information as it pertains to courses, enrolment, and all administrative matters;
- To have reasonable access to instructional staff in consultation outside normal contact hours;
- That assessment within courses will be equitably and appropriately implemented;
- That the facilities and equipment they use are safe, and comply with occupational health and safety guidelines.

### 1.3 Classroom Behaviour

All ICM students are expected to comply with the following rules of behaviour whilst enrolled at the College:

- Demonstrate mutual respect for College staff, visitors and fellow students;
- Turn off all mobile electronic devices during class times (unless otherwise authorized) and examinations;
- Not eat or drink in classrooms and laboratories;
- Prepare for each class by undertaking the required reading, and completing all necessary tutorial or laboratory work;
- Attend all lectures, tutorials, workshops, and other contact sessions as timetabled;
- Arrive to classes at the scheduled time;
- Work to the best of their ability;
- Participate actively in learning activities;
- Avoid all forms of academic misconduct;
- Provide constructive feedback when evaluating units and lecturers;
- Refrain from activities that might negatively impact on other members of the College community;
- Be aware of their responsibilities within their units and course of study, and
- Any other rules of classroom behaviour as determined by and/or negotiated with their instructor.

### 1.4 Discrimination and Harassment

ICM is committed to providing access to learning aids and an equitable approach in dealing with all students. ICM recognizes the right of all students and staff to work and study in an environment free from discrimination and harassment based on ancestry, nationality, ethnic background or origin, religion or creed, age, sex, gender, sexual orientation, marital or family status, source of income, political belief, physical or mental disability, or social disadvantage.

Discrimination or harassment of staff or students, by any member of the teaching and learning environment, is unacceptable, and contrary to the core educational and employment values that ICM upholds. All members of the College are expected to maintain an environment where cultural differences are accepted and respected, and individuals are able to participate fully in academic life.

ICM will treat claims of discrimination and/or harassment seriously, and all claims will be investigated confidentially to protect complainants and witnesses from further harassment and victimisation. Students subjected to any form of harassment by any individual or group of individuals are advised to report the matter in confidence to the Senior Academic Manager or College Director.

### 1.5 Clean Air Policy

Both ICM and the University of Manitoba (UofM) ensure that all members of the community can enjoy a clean and smoke free environment. Smoking and vaping is only permitted in designated smoking areas on campus. All cigarette butts must be disposed of appropriately in the designated trays.

Students are requested to be respectful of the needs of classmates and instructors by avoiding the use of unnecessary scented products while attending lectures. Exposure to scented products may trigger

serious health reactions in persons with asthma, allergies, migraines or chemical sensitivities. Please consider using unscented products where possible (e.g. perfume, lotions, oils).

### 1.6 Misconduct

ICM students who breach any of the guidelines outlined in this Code of Conduct may be considered to have engaged in official misconduct.

ICM expects all staff and students to adhere to the standards of the UofM Policy on Respectful Work and Learning Environment. ICM will use internal procedures to apply these policies, but may consult the UofM and in particular the Human Rights and Conflict Management Officer, to ensure staff and students meet the expectations of our partner institution. Please refer to [umanitoba.ca/human\\_rights/rwle/](http://umanitoba.ca/human_rights/rwle/) for information about the policy.

In addition, a student who engages in any of the following activities may also be considered to have engaged in misconduct:

- Endangering the health or safety of any person at the College or University;
- Threatening harm or engaging in actual harm by any means (including but not limited to physically, mentally, sexually, or electronically) to another person;
- Participating in property-related misconduct, including but not limited to theft, threats to or damage of University/ICM property, or vandalism;
- Engaging in inappropriate or disruptive behaviour;
- Abusing the process of University/ICM policies, procedures, or regulations, including but not limited to abuse of computer privileges, breach of student residence rules or regulations, failure to comply with previously imposed disciplinary action, or frivolous or vexatious complaints or appeals.

#### 1.6.1 Complaints

Students who have a complaint about either a decision that affects their studies, or a particular situation in which they have been involved or witnessed, have a right to raise their complaint with the Senior Academic Manager or College Director. All complaints are considered with courtesy, in a timely fashion, and without fear of prejudice or inappropriate treatment.

#### 1.6.2 Penalties

If it is able to be shown that a student has engaged in non-academic misconduct, the student will be asked to attend an interview with the Student Success Manager in the first instance. During the interview students will be asked to provide an explanation for their behaviour. Depending on the severity of the act of misconduct, cases may be escalated to the Senior Academic Manager or College Director.

The Senior Academic Manager is permitted to apply any of the following penalties or combination thereof:

- Written warning;
- Official reprimand;
- Exclusion from classes for a period of time;
- Expulsion from the College.

### 1.6.3 Appeals

Students who believe they have been wrongly accused of non-academic misconduct have the opportunity to appeal their decision by formally writing an appeal letter to the ICM College Director for further review, to be submitted within ten business days from the initial meeting with the academic unit. Students are encouraged to provide evidence that they were wrongly accused, supporting their appeal letter.

## 2. ACADEMIC PROGRAMS

### 2.1 Programs at ICM

<u>Program</u>	<u>Minimum Entry Requirement</u>
University Transfer Program (UTP) Stage I	Year 11 (or equivalent)
University Transfer Program (UTP) Stage II	Year 12 (or equivalent) or UTP Stage I

A complete listing of Admission requirements is available at <https://www.icmanitoba.ca/admission-requirements>.

#### 2.1.1 UTP Stage I

ICM's University Transfer Program Stage I (UTP Stage I) bridges secondary school and undergraduate studies. It consists of eight courses of study and is designed to prepare students for entry to university-level programs. UTP Stage I courses bear no credit hour value and will not transfer for credit to the UofM, nor will they be included in the calculation of GPA.

#### 2.1.2 UTP Stage II

The UTP Stage II program is equivalent to the first year of undergraduate studies and comprises courses that will directly transfer for credit to the UofM. Programs offered with UTP Stage II include Arts; Business; Engineering; Environment, Earth, & Resources; and Science.

#### 2.1.3 Academic English Skills (AES) Mixed Program

For some ICM students, English may not be their first language. In recognition of the needs of such students, ICM has a special program in place to help students address their English language needs. Students who do not satisfy the English Language requirement must enrol in the Mixed English program, comprising a course called AES100 – Academic English Skills, which consists of fifteen hours per week of Academic English. In addition, they will take up to two academic courses in the first term of study. This arrangement is beneficial in that it combines learning English for academic purposes with a gradual introduction to academic courses.

Students who are concerned about their English and who have not been enrolled in the program are encouraged to meet with the Student Success Manager to discuss the options available to them.

### 3. PROGRAM PROGRESSION

#### 3.1 Progression from UTP Stage I to UTP Stage II

Upon successful completion of UTP Stage I students can advance to UTP Stage II. UTP Stage I graduates must complete UTP Stage II prior to transferring to the UofM.

The UTP Stage I program is designed to prepare students for entry to university level programs. Students are required to successfully complete eight courses during the UTP Stage I program with a minimum standing as specified below. Under normal circumstances, no course may be repeated more than once, but special permission for an additional course repeat may be approved by the Senior Academic Manager.

UTP Stage I Program (ICM)	Minimum Entry Requirement from UTP Stage I
Arts	60% average (C average)
Business	65% average (C+ average)
Engineering	75% average* (B+ average)
Environment, Earth, & Resources	60% average (C average)
Science	60% average (C average)

\*Students need a minimum of 70% in each of CHM100, PHY100 and (MTH101 or MTH103) and a 75% average in these three subjects. Refer to Section 3.4.1 for more information about transfer requirements to UTP Stage II Engineering.

##### 3.1.1 Dual Curriculum Program

Students who have less than three UTP I courses remaining to complete UTP Stage I may enrol in up to two UTP Stage II courses providing they are in good academic standing. UTP Stage I students who are approved to enrol in UTP Stage II courses are restricted to taking a maximum of two UTP II courses per term until they have successfully completed UTP Stage I.

##### 3.1.2 70% JUMP Rule

Students who have completed 12 years of study in their home country may be eligible to 'JUMP' to UTP Stage II if in a single term they successfully complete four UTP Stage I classes with a minimum grade of B (70%) in each course. The determination of eligibility for exemption is made at the time of admission. Additional assessment will be made on a case-by-case basis.

#### 3.2 Progression from UTP Stage II to the University of Manitoba

A minimum of thirty unique credit hours with a minimum Best Ten GPA (see Section 4.1) of 2.00 or higher must be successfully achieved in order to be complete ICM's UTP Stage II program. It is recommended that students complete their UofM Written English and Mathematics requirements while at ICM.

Upon successful completion of UTP Stage II and having met the UofM specified Grade Point Average (GPA) and pre-requisites, students are eligible to apply for admission to the UofM faculty programs. Faculty application deadlines vary from term to term and students are recommended to refer to the

respective Faculty's Admissions Bulletin for application deadlines and requirements. Workshops on how to apply to the UofM will be held each term to assist students with the transfer process.

On completion of UTP Stage II, students will be issued a Certificate of Completion and an official transcript, which will be forwarded directly to the UofM Undergraduate Admissions office for transfer to the University.

### 3.3 Progression from Mixed Program to Direct Program

Upon successfully passing AES100 (Mixed program), students will no longer be required to complete non-credit English classes and be eligible to take up to four academic courses per term.

### 3.4 Program Changes within ICM

Students are eligible to apply for transfer from one UTP Stage II program to another, providing they meet the admission requirements for that program. To change programs, students are encouraged to meet with a Student Advisor to ensure they meet the program pre-requisites and review course plans.

3.4.1 Change of Program to UTP Stage II Engineering

Below are the minimum requirements for transfer to UTP II Engineering.

<b>Current ICM Program</b>	<b>Have minimum grade 12 or equivalent Mathematics, Chemistry, or Physics pre-requisites been met?</b>	<b>Requirements to transfer to UTP II Engineering</b>
UTP Stage I	N/A	<ul style="list-style-type: none"> <li>• Earn a 65% overall average in all subjects, including minimum average of 75% in UTP I Chemistry, 100 level Mathematics, and UTP I Physics with no grade lower than 70% in the core sciences</li> </ul>
UTP Stage II Science	Yes	<ul style="list-style-type: none"> <li>• Earn a minimum grade of B in CHEM1300, PHYS1050, and MATH1500.</li> <li>• Have an overall GPA of 3.0.</li> <li>• Have a maximum of 9 credit hours of 'F' or 'D' grades at ICM.</li> </ul>
UTP Stage II Science	No	<ul style="list-style-type: none"> <li>• Earn a minimum grade of B (70%) in either UTP I, grade 12, or ICM Challenge Test for each of Math, Chemistry, and Physics.</li> <li>• Meet or exceed an average of 75% in the three pre-university Math, Chemistry, and Physics qualifications.</li> <li>• Maintain an average GPA of 3.0.</li> <li>• Have a maximum of 9 credit hours of 'F' or 'D' grades at ICM.</li> </ul>

## 4. GENERAL ACADEMIC REGULATIONS AND REQUIREMENTS

### 4.1 Grades and Grade Point Average Calculation

Final grades in ICM courses will be assigned a letter grade based on the UofM standards as described below:

Letter Grade	Grade Point Value	
A+	4.5	Exceptional
A	4	Excellent
B+	3.5	Very Good
B	3	Good
C+	2.5	Satisfactory
C	2	Adequate
D	1	Marginal
F	0	Failure
N	0	Course not completed

The grade 'D' is acceptable as a passing grade, and the credit hours from the associated course will contribute to attaining a Certificate of Completion from ICM. However, some UofM programs require a minimum grade of 'C' or higher in courses used for admission purposes or as pre-requisites for higher level courses. Students should consult an ICM advisor and relevant UofM advisors (Admissions or Faculty advisors) to determine the need to repeat courses with a 'D' standing.

All final grades are subject to UofM Faculty/Department approval.

The grade point average is determined as demonstrated below. The definitions are consistent with those used at the UofM as defined in the 2016/2017 Undergraduate Calendar.

**Quality Points:** The quality points for a course are the product of the credit hours for the course and the grade point obtained by the student; e.g., 3 credit hours with a grade of 'B' (3.0 points) = 3 credit hours x 3.0 = 9.0 quality points.

**Quality Point Total:** The quality point total is the sum of quality points accumulated as students proceed through their program of studies.

**Grade Point Average (GPA):** The grade point average (GPA) is the quality point total divided by the total number of credit hours.

**Cumulative Grade Point Average (CGPA):** The CGPA is the grade point average of all courses. The CGPA is calculated by dividing the quality point total by the total number of credit hours attempted. When a student repeats a course or takes an equivalent course or mutually exclusive course (for example, a course that may not be held for credit with the original course), all attempts at that course shall be used in the calculation of the CGPA.

**Best Ten Grade Point Average (Best Ten GPA):** The Best Ten GPA is an ICM-specific grade point average of the best thirty (30) unique credit hours completed at ICM. In cases where students have attempted a course more than once, only the attempt in which the highest grade was achieved shall be counted towards the student's Best Ten GPA.

**Credit Hours (ch):** All UTP Stage II courses are assigned a credit hour value equivalent to the associated UofM course. The majority of courses are delivered over one term and assigned a weight of 3 credit hours, with the exception of Introduction to Psychology (PSYC1199 and PSYC1200) which is delivered over two consecutive terms and assigned a weight of 6 credit hours. It is important to note that no credit is given to a student who completes only the first term of a two term course.

*Example Calculation:*

Course	Credit Hours (ch)	Grade	Grade Points	Quality Points (ch X grade)
Course A	3	B	3.0	9.0
Course B	3	C+	2.5	7.5
Course C	6	A	4.0	24.0
Course D	3	A+	4.5	13.5
Totals	15			54.0

$$Average = \frac{Total\ Quality\ Points}{Total\ ch} = \frac{54}{15} = 3.60$$

ILS, AES, REBOOT, and UTP Stage I courses have no credit hour value and do not transfer to university programs; grades from these courses are not included in university grade point average calculations.

#### 4.2 Explanation of Codes/Notations

In addition to the letter grades listed in Section 4.1, the following grades may appear on a student's academic transcript.

**CO:** A student is continuing in the course.

**DE:** The letter grade DE is given when a physician's certificate or other official documentation substantiating a request for deferment on medical or compassionate grounds is received by ICM. See Section 5.4.1 for more information.

**N:** The student was registered in the course, but did not write the final exam. Alternatively, the student may have dropped the course beyond the Voluntary Withdrawal (VW) period. Students can officially drop courses up to the published VW deadline with no academic penalty. An N is considered an F for purposes of scholastic standing.

**P:** The grade of P has no numerical equivalent and does not affect either the term grade point average or cumulative grade point average. The designation P will be given when a student successfully completes a course graded on a pass (P) or fail (F) basis.

**VW: Voluntary Withdrawal** The notation VW is not a grade and does not affect either the term grade point average or cumulative grade point average. The notation VW identifies a course freely dropped by the student prior to the VW deadline of the term. No credit is granted for the course. Students are not permitted to drop a course after they have earned a grade of 'F' in a course (i.e. for non-attendance or academic misconduct). See Section 4.5 for more information.

**AW: Authorized Withdrawal** The notation AW is not a grade and does not affect either the term grade point average or cumulative grade point average. The notation AW identifies a course dropped on approved medical or compassionate grounds with supported documentation. See Section 4.9 for more information.

#### 4.3 Academic Integrity

ICM expects that students will approach their academic activities with honesty and integrity. Students are responsible for ensuring they adhere to the principles of academic integrity and are ethical in their behaviour in their academic work. Students are expected to ask for information and clarification if they are unsure of their responsibilities as set up in the student handbook.

Academic misconduct means any conduct that has, or might reasonably be seen to have, an adverse effect on the academic integrity of ICM and the UofM, including but not limited to:

- a) Plagiarism – the presentation or use of information, ideas, sentences, findings, etc. as one’s own without appropriate citation in a written assignment, test or final examination
- b) Cheating on Quizzes, Tests or Final Examinations – the deceiving of fair testing procedures or not following the exam regulations. Such acts may be premeditated/planned or may be unintentional or opportunistic.
- c) Inappropriate Collaboration – when a Student and any other person work together on assignments, projects, tests, labs or other work unless authorized by the course instructor.
- d) Duplicate Submission – cheating where a Student submits a paper/assignment/test in full or in part, for more than one course without the permission of the course instructor.
- e) Personation – writing an assignment, lab, test, or examination for another Student, or the unauthorized use of another person’s signature or identification in order to impersonate someone else. Personation may include both the personator and the person initiating the personation.
- f) Academic Fraud – falsification of data or official documents as well as the falsification of medical or compassionate circumstances/documentation to gain accommodations to complete assignments, tests or examinations

Students who engage in academic misconduct will be subject to discipline. All incidents of plagiarism, cheating, inappropriate collaboration, duplicate submission, personation, or academic fraud will be referred to the ICM academic unit. Students found in breach of academic conduct regulations related to academic integrity will be subject to the following measures:

- First Offence: Student will be awarded a ‘O’ mark for the assessment and given a permanent record on their file
- Second Offence: Student will be awarded ‘F’ for the course, regardless whether the second offence was committed in the same or different course
- Third Offence: Student will be expelled and be reported to Canada Board Services Agency.

Instructors may initially meet with the student to discuss the incident and to determine whether the student requires additional training with respect to the behaviour. All incidents of academic misconduct will be recorded in a ‘Letter of Allegation’ and provided to the academic unit for follow-up. A copy of the ‘Letter of Allegation’ is to be given to the student and another kept in the student’s file.

The academic unit will contact students who have an allegation of academic dishonesty. Students will have ten business days from which they are notified of the allegation to respond and book a meeting to discuss the alleged incident. Students are given the opportunity to respond to the allegation and may seek advice and representation from a student advocate/support person. The academic unit will also determine the need for additional education regarding academic integrity and to review the consequences of subsequent violations.

Students who believe they have been wrongly accused of academic misconduct have the opportunity to appeal their decision by formally writing an appeal letter to the ICM Senior Academic Manager for further review, to be submitted within ten business days from the initial meeting with the academic unit. Students should provide substantial evidence that they were wrongly accused, supporting their appeal letter.

#### 4.4 Registration

Students select courses prior to the commencement of each term. Courses are offered based on availability and sufficient demand from students. The College reserves the right to cancel or withdraw courses at its discretion.

For further assistance with program planning and course registration, students are encouraged to refer to the ICM Program Planning Guides and ICM Course Description documents located on Student Portal. In addition, students are recommended to consult their desired Department's Admissions Bulletin, located on the UofM website, along with the UofM Course Calendar. For further assistance with program planning, students may also wish to meet with a Student Advisor who can assist them with using these key resources.

Registration is completed online through the Student Portal. It is available to returning students approximately one week after the end of the exam period from the preceding term. Students prevented from registering due to financial standing should consult the Finance Officer. Students prevented from registering due to lack of a prerequisite or other academic condition should consult the Student Advisors.

Students must pay for courses in advance of registration. Please arrange payment well in advance of the registration date, to ensure payment is cleared. Once the registration deadline has passed, students will not be eligible to register in classes, regardless of financial standing.

##### 4.4.1 Course Load

	Minimum Course Load	Maximum Course Load
UTP Stage I	Three courses per term; however, students are encouraged to register in four in order to be eligible to qualify for the JUMP rule (see Section 3.1.2)	Four courses per term
UTP Stage II	Three courses per term; unless students apply for Visiting Student Status (see Section 4.7)	Four courses per term; unless students apply and are approved for Course Overload (see Section 4.6)

#### 4.4.2 Repeated Courses

A student may be permitted to repeat a course or its equivalent. This applies to courses that were completed with a satisfactory or failing grade, as well as courses from which a student has received a VW. Effective Winter 2018, students will be restricted from enrolling in repeated courses during the Limited Access Registration Period (see Section 4.5).

Students are normally permitted to repeat the same or equivalent course only once while at ICM. Students who have failed a course twice will be restricted from re-enrolling in this course (referred to as the 'Repeat Rule'). Appeals may be sent to the Senior Academic Manager for review and are generally only considered after a year has elapsed from the latest course attempt.

Students are encouraged to consult their desired Faculty/Department's Admissions Bulletin and the UofM Course Calendar for more information relating to their prospective future academic program and the impact of repeated courses on the calculation of DGPA.

#### 4.5 Adding and Dropping Courses

**Limited Access Registration Period:** (Commencing in Winter 2018) This initial registration period will be available to all students who have paid their fees for the upcoming term. Students are prevented from registering in courses they previously attempted regardless of letter grade achieved (including VW grades). Students will only be eligible to register in courses they have not yet attempted. This registration period will typically be limited to the first two business days of course enrolment.

**Open Access Registration Period:** (Commencing in Winter 2018) Following the Limited Access Registration Period, students who are subject to 'Limited Access' can register for any course in which they meet pre-requisites and who are not currently blocked from specific courses due to the 'Repeat Rule' (see Section 4.4.2 Repeated Courses). This registration period will remain open until the start of classes.

**Registration Deadline:** Students may change courses/class sections within one week of the commencement of the term. In general, students are not permitted to add a course if more than one teaching session has been missed. For this reason, it is encouraged that students register for courses prior to the first day of classes.

**Registration Revision Deadline:** Following the end of Week 1, students will no longer be able to add courses to their timetable but may drop a class prior to the end of the registration revision period (typically end of Week 2), providing they maintain full-time status.

##### 4.5.1 UTP I

Students in UTP I are not generally permitted to withdraw from any courses.

##### 4.5.2 UTP II

**Voluntary Withdrawal – No Financial Penalty Deadline:** A student who is registered in four UTP II courses or AES100 and two UTP II courses, and provide a written course withdrawal request to the College prior to 5:00 PM of the last business day of Week 4 of the term ('Voluntary Withdrawal – No Financial Penalty' deadline) shall receive a grade of 'VW' in that course and the fees for this course will be reversed from the student account. Students who are registered in three UTP II courses or AES100 and one UTP II course are not permitted to withdraw from classes during this period, as to ensure full-time status is maintained.

**Voluntary Withdrawal – No Academic Penalty Deadline:** A student who provides a written course withdrawal request to the College prior to 5:00 p.m. on the VW deadline date published on the Academic Schedule for that term ('Voluntary Withdrawal – No Academic Penalty' deadline) shall receive a grade of 'VW'. The withdrawal will appear on their transcript but will not affect their Grade Point Average.

**Requests Beyond VW Deadline:** A student who withdraws from a course after the term VW deadline shall be deemed not to have completed the course and will be given a grade of 'N' which has a value of zero points in calculation of Grade Point Average (the same as an 'F').

In the event a student is unable to complete all the requirements of a course due to severe illness or to other circumstances beyond the student's control, the College may do one of the following:

- a) approve the withdrawal without academic penalty (a grade of 'AW' will be assigned – see Section 4.9 Authorized Withdrawal);
- b) provide an opportunity for the student to complete specified requirements by a stipulated deadline for the completion of the course. Note: Such an opportunity would not normally be granted unless students can demonstrate that their term work and assessments are up to date, and that they are passing the course.

Note: Students may not withdraw from a course in which they have already earned a grade of 'F' for non-attendance or academic misconduct.

#### 4.6 Course Overload

ICM Students are usually restricted to a maximum of four courses in each term. Requests to take five courses will be considered based on previous term performance. Requests for course overloads can be submitted to a Student Advisor by completing the Course Overload Form, which is located on Student Portal.

To qualify for course overload, students must have maintained a minimum 80% attendance rate in all courses the previous term, along with achieving a minimum academic requirement in their respective program.

For UTP Stage II, students who achieved a grade of B or higher in all courses in the previous term will be eligible for course overload, while for UTP Stage I, students who achieved a grade of A or higher in all courses in the previous term will be eligible.

#### 4.7 Visiting Student

In general, ICM students must complete their studies (minimum 30 and up to 60 credit hours) at ICM prior to commencing any courses at the UofM. However, if a student is going into their last term at ICM and the College does not offer any/enough courses that can be used either as a required or restricted elective course in their planned degree program, the student may apply to be recommended as a Visiting Student at the UofM through General Studies, Extended Education.

Courses completed as a Visiting Student do not contribute to the 30-credit hour completion requirement at ICM. Requests will be considered on a case-by-case basis, but all students who wish to apply as a Visiting Student to the UofM typically should:

## EITHER

- have a current Grade Point Average equal to or greater than 3.0
- have completed 21 or more credit hours at ICM at the end of the current term
- receive a Letter of Permission from ICM's Senior Academic Manager or Student Success Manager
- complete a UofM General Studies Admissions application

## OR

- have a current Grade Point Average equal to or greater than 2.0
- have completed 27 or more credit hours at ICM at the end of the current term
- receive a Letter of Permission from ICM's Senior Academic Manager or Student Success Manager
- complete a UofM General Studies Admissions application

Visiting Student Forms are available on the Student Portal.

### 4.8 Classroom Attendance

Written notice on any illness necessitating absence from ICM must be given as soon as possible. Students who have suffered from an infectious illness will not be permitted to attend classes until a medical certificate has been received by ICM stating that there is no danger of infection to others.

As an ICM student you are welcome to access the University Health Services located in 104a University Centre. They have a variety of physicians, nurses and health care professionals dedicated to students. Information on their services is available at <http://www.umanitoba.ca/student/health/> or by calling **204-474-8411**.

If a student is absent from class for any reason, the student must complete an Explained Absence Form (EAF). If the absence is due to illness, the student should attach a Medical Certificate to the form. If the absence is not due to illness or if the student does not have documentation, the student must explain under 'Comments' the reason for the absence and attempt to provide a letter of explanation from a parent/guardian or relevant persons (or any related documents such as police reports, death certificates, etc.).

Students may also contact the instructor or Student Advisor to see if there is another section of the course (during the week in which class was missed). If approval is granted, the student should then attend the repeat lesson. Students should then resume their studies by attending their regular schedule of lectures, as listed on their Student Portal timetable.

Instructors will use their discretion when signing the EAF, approving the absence or not, on a case-by-case basis. It is the student's responsibility to return the EAF and other documents to ICM Staff. If more than one class is missed, a separate EAF will need to be completed for each missed class. The Senior Academic Manager may reconsider an instructor's approval if the reason is insufficient or if the student has a history of poor attendance.

Attendance is an important element of a student's success; therefore attendance at all classes is compulsory. In the event that attendance is considered unsatisfactory, **Formal Warnings** (written notice)

may be issued to students by mail, Portal messages, phone and/or email. Any academic staff member may interview students about their attendance. Students who miss more than maximum number of absences listed in the Course Outline may be subject to an 'N' grade for the course. Every attempt will be made to contact students concerning poor attendance. However, students should note that attendance is ultimately their responsibility. For further information about the warning system in place for poor attendance, students can speak a Student Advisor.

#### 4.8.1 Classroom Management

Students should note that decisions concerning matters of both classroom management and assessments ultimately lie with their instructors.

Students should respect their instructor's decisions at all times. Students are encouraged to speak with their instructors should they have concerns about their attendance, academic performance or class participation in a particular course. Following this course of action, if there are still concerns, students are encouraged to speak with the Student Advisor or Student Success Manager.

*Use of English:* Students are expected to speak in English in all classrooms at all times. This strengthens English language skills, and demonstrates respect to class members and instructors.

#### *Mobile Phones*

Students must switch off their mobile phones before entering ICM classrooms. Also, text messaging and web browsing are not permitted when in class, unless otherwise authorized by the instructor. Failure to adhere to these rules could mean that your mobile phone is taken from you. **Mobile phones must not be taken into exam venues.**

#### *Dress and Fragrances*

Students who choose to wear inappropriate clothing or excessive amounts of fragrances may be asked to leave the classroom out of respect for others who are attending the class.

#### 4.8.2 Within Term Assignments

A Medical Certificate (MC) or equivalent supporting documents will be required for a deadline extension of any within-term assessment after the due date.

There will be a penalty to be determined by the instructor and consistent with the UofM department practise. However, an exception may be granted when the student provides:

- A MC and 'Explained Absence Form' (EAF). This will be reviewed and signed by the instructor for approval; or
- A written explanation (EAF) which is to be reviewed and signed by the instructor for approval, in the case of personal circumstances that have the potential to significantly affect student performance.

All written evidence must be submitted within two business days of the prescribed date of the assessment task. It is the student's responsibility to show the evidence to the instructor and hand it to ICM Reception. In cases where the within-term assignment has significant weighting (equal to or over 25%), the instructor will discuss the matter with the Senior Academic Manager or Student Success Manager.

#### 4.9 Authorized Withdrawal

Students who have valid and documented reasons for withdrawal, such as medical illness or compassionate circumstances, may be authorized to withdraw from courses without penalty. Requests for Authorized Withdrawals (AW) must be submitted in writing to ICM by completing the 'Authorized Course Withdrawal Form' as well as by providing supporting documentation, such as: funeral program or obituary; police report or auto accident report; travel receipts; and/or letters or documents from objective, credible and verifiable health care professions. Students are encouraged to consult the 'Health Care Provider Statement for Authorized Course Withdrawal Form' located on Student Portal. Student Advisors and the Student Success Manager are available to provide information and assistance.

An AW may be approved under the following circumstances:

- a) Medical grounds. When a serious event - including but not limited to illness, accident, or injury - affects a student's ability to attend classes and/or complete course requirements; and/or
- b) Compassionate grounds. When an extraordinary personal circumstance, including but not limited to a serious illness or death of a significant person in a student's life affects a student's ability to attend classes and/or complete course requirements.

Requests for AW will be considered on a case-by-case basis and will typically only be considered for withdrawal from all courses in a given term. Requests for AW will be considered for the currently enrolled term and for terms dating back no more than three academic years.

The approval of an AW request will not automatically result in a tuition fee refund. Tuition appeals dating back more than one academic year will not be considered.

#### 4.10 Program Deferral

In some cases, students may wish to extend their time off between terms. Students may defer their studies for one term, provided they have a minimum of one term of completed study at ICM. To apply for program deferral, a 'Program Deferral' form must be submitted to the academic unit and a meeting with the College staff member may be required. Program Deferral forms can be found on the ICM Student Portal. Students may not defer their studies for more than one term.

Note: There is an administrative charge for deferring enrolment. Please consult the ICM office for additional information.

#### 4.11 Advanced Standing

ICM does not accept transfer credit. Students who have completed post-secondary studies elsewhere may be eligible for advanced standing after they have successfully transferred to the UofM from ICM. Final determination of transfer status for each course studied outside of ICM is subject to evaluation by the UofM.

#### 4.12 ICM Transcripts

A formal and complete ICM transcript will be provided to the UofM at the time of application and upon completion of the program. At the end of each term, results for current students summarizing performance in the most recent term will be posted to the ICM Student Portal. This report will provide details of courses studied and results expressed as a letter grade and grade point average (GPA), where applicable. Students may request Official Transcripts from the ICM Reception as needed.

## 5. ASSESSMENT AND PROGRESS

Students are assessed in each course according to the course instructor's guidelines of assessment and attendance. The College may disallow a student from continuing in a course if, in the opinion of the College, the student's progress and/or attendance in that course has been unsatisfactory. The student concerned shall receive a grade based on the assessment up to that point.

Students will be issued detailed course outlines at the start of each term. These outlines provide information regarding course content, assessment procedures, resource requirements and contact information for the instructor of the course. Course outlines are also posted on the ICM Student Portal under Student Resources, Documents. It is wise to retain all outlines for future reference.

### 5.1 Examinations

Examinations will be conducted at the end of each term under supervised conditions. Students should carefully note the date and time of their exams. Students are expected to familiarize themselves with the Examination Regulations, which must be strictly observed. Regulations are displayed on the ICM Student Portal.

Examinations will **not be rescheduled** and there are no supplementary exams.

ICM requires detailed written evidence if a student misses an exam for medical reasons (a simple Medical Certificate is not acceptable). See section 5.4.

### 5.2 Exam Cancellation Due to School Closure

In the event ICM must close due to inclement weather or other unforeseen circumstances, all examinations scheduled that day will be rescheduled for a later date within the current exam period.

Students will be informed via the ICM Student Portal of the new day/time of the exam(s), which will be scheduled between the hours of 9am and 9pm. Should the College be forced to close on the final days of exams, ICM will reschedule those exams at a date to follow the prescribed examination period and/or during the new term.

As the rescheduling of final examinations can affect a student's subsequent transfer to the UofM, every effort will be made to reschedule the exam(s) within the current examination period.

### 5.3 Supplementary Examinations

ICM does not offer supplementary examinations at any level.

### 5.4 Deferred Tests or Examinations

Students who miss a test or examination because of exceptional circumstances may apply for a deferred examination. Deferred tests and examinations are conducted at the discretion of the College and only as a consequence of serious illness or extraordinary personal circumstances which have the potential to impinge significantly on student performance. Applications for deferred tests and examinations must be received with supporting documentation. 'Exam Deferral Application Form' forms are available on the ICM Student Portal.

Deferred examination dates will be determined by the ICM academic unit. These exams typically occur the day following the end of the official exam period. By exception, students needing special accommodation may be granted permission to write within ten working days from the start of the following College term.

To be eligible for a Deferred Examination, students must satisfy all of the following conditions:

- the student must have satisfactory attendance (80%) in the scheduled classes for the course;
- the student must have completed and passed the term assessment requirements specified in the course outline; and
- the extenuating circumstances must be significant and be supported by evidence.

#### 5.4.1 Requests Prior to Examination Date

Students with known exam conflicts may request a deferred examination by completing the 'Exam Deferral Application Form' and providing supporting documentation. Applications for a deferred examination due to a conflict must be filed twenty working days prior to the date of the scheduled exam. Travel plans are not an acceptable reason for missing an exam. Applications that are typically considered include, but are not limited to, requests based on religious reasons or exam conflicts for visiting students who have a UofM examination at the same time as one scheduled by ICM.

#### 5.4.2 Requests After Examination Date

Students who have written the scheduled final exam are not eligible to apply for a deferred exam. By entering the examination room, students are acknowledging that they are fit to write the assessment.

Students who are applying for a deferred examination due to an unforeseen circumstance should notify their instructor and the ICM Student Advisor of their absence prior to the start of the final exam. An official 'Exam Deferral Application Form' must then be submitted within two business days of the examination. Supporting evidence, clearly stating specific reasons, must be submitted with the deferred examination application.

**Note:** The following reasons are not acceptable grounds for applying for a deferred exam:

- Requesting on the basis of undocumented medical reasons
- Arriving late for the examination
- Misreading the examination timetable
- Missing the final exam due to delays with public transportation
- Traveling during exam period

### 5.5 Grade/Course Appeals

If a student has good reason to believe a mistake has been made in the assessment of the original grade, an appeal of the assigned grade may be made.

#### 5.5.1 Course Work Grade Appeals

If the appeal process is being initiated during the academic term prior to the release of final grades, students may approach the instructor directly if they believe there is a discrepancy in the marking of a course assessment.

If dissatisfied with the instructor's decision, the student should submit a formal letter of appeal to the Senior Academic Manager for formal investigation, to be provided within ten business days from the time the grade was released. The appeal must specifically state the identified assessment issue as it relates to non-adherence to the stated assessment procedures and not simply express dissatisfaction with grades.

### 5.5.2 Final Grade Appeals

Students may appeal a course grade within fifteen working days from the start of the term immediately following the term in which the grade was awarded. Where the grade discrepancy is related to the final examination grade, students will be given an opportunity to review their examination under the supervision of the Academic Department. If students are unsatisfied with the grade they've received and have identified a discrepancy that would lead to a higher letter grade, they may file a formal appeal using the Appeal of Final Results Form, specifying the area of contention and provide this to the ICM reception. Note: a fee applies for appeals – see Grade Appeal Fee section below for more information. The Senior Academic Manager will arrange for a third party to review all components of the assessment and make a recommendation. This recommendation will be final.

### 5.5.3 Grade Appeal Fee

Payment of \$50.00 is required for each appeal submitted to the ICM office for term work, final exam, and final course grade. A refund will be applied if the appeal is successful.

## 5.6 Satisfactory Academic Progress, Academic Probation and Academic Warning

ICM is required to monitor students for compliance with academic program requirements and provide opportunities for students to overcome any difficulties they may have with their studies.

### 5.6.1 Academic Probation

Students who do not pass at least half their courses in a term may be assigned to academic probation in the subsequent term. The progress of students on academic probation is closely monitored to ensure they are successful in their future studies. Failure to comply with the conditions listed below may result in the escalation of probation level or termination from the ICM program.

Students who have not previously been on academic probation will be assigned to Academic Probation 1 (AP1). Students who were previously on probation and who do not pass half or more of their classes may have their probation level escalated (see table below).

Students who pass more than half of their course load will successfully be removed from academic probation.

**Note:** Students who successfully satisfy academic probation conditions but who then do not pass half or more of their course load in a future term may be placed back on academic probation at a higher level.

Probation Level	Conditions	Consequences of Non-Compliance
Academic Probation 1 (AP1)	<ul style="list-style-type: none"><li>Pass more than half of term course load</li><li>Maintain a minimum 80% overall term attendance rate</li><li>Seek out additional supports such as the Reboot Course, Peer Education, or study groups</li><li>Meet with Student Advisors at least once during the term</li></ul>	<ul style="list-style-type: none"><li>Escalation to AP2 or AP3*</li></ul>
Academic Probation 2 (AP2)	<ul style="list-style-type: none"><li>Pass more than half of term course load</li><li>Maintain a minimum 80% overall term attendance rate</li></ul>	<ul style="list-style-type: none"><li>Escalation to AP3</li></ul>

	<ul style="list-style-type: none"> <li>▪ Seek out additional supports such as the Reboot Course, Peer Education, or study groups</li> <li>▪ Meet with Student Success Manager at least once during the term</li> </ul>	
Academic Probation 3 (AP3)	<ul style="list-style-type: none"> <li>▪ Pass more than half of term course load</li> <li>▪ Maintain a minimum 95% overall term attendance rate</li> <li>▪ Seek out additional supports such as the Reboot Course, Peer Education, or study groups</li> <li>▪ Meet with Student Success Manager at least twice during the term</li> </ul>	<ul style="list-style-type: none"> <li>▪ Potential Termination</li> </ul>

#### 5.6.2 Academic Warning

Students with a CGPA below 2.0 will be placed on Academic Warning. Students will be notified of Academic Warning if their CGPA puts them at risk of not being admissible to a faculty at the UofM. Students who receive notification of Academic Warning should meet with a Student Advisor for advice.

#### 5.6.3 Engineering Good Standing Policy

If a student does not obtain a grade of B or higher in at least two subjects each term, he or she shall be 'Ineligible to Study in the UTP II Engineering Program'.

If a student accumulates more than 18 credit hours of 'F' or 'D' grades in UTP Stage II level courses, he or she shall be 'Ineligible to Study in the UTP II Engineering program', as 18 credit hours is the maximum number of F and D grades (and VWs), including repeats, allowed by the Faculty of Engineering in a student's first 72 credit hours attempted.

If a student becomes Ineligible to Proceed, their program of study will automatically be changed to UTP II Science unless the student indicates another program choice using the 'Online Form - Change of Program'

If a student accumulates 6 credit hours of 'F' or 'D' grades, the student shall be warned about the policy and threshold re: Ineligible to Proceed in the UTP II Engineering program.

#### 5.6.4 Refusal of Enrolment

Where evidence of any criminal conviction, misconduct or incapacity on the part of a person/student affects the safety or ability of staff/students to pursue their lawful activities within the College, ICM may:

- Refuse to enrol;
- Refuse to re-enrol; or
- Discontinue enrolment.

#### 5.6.5 Cancellation of Enrolment

The College may cancel the enrolment of any student:

- who has gained admission to the College by misrepresentation, by falsification of documents or by other fraudulent means, or
- who has failed to fulfil the normal requirements for admission or enrolment, or
- for any act of grave misconduct associated with the academic program of the College.

#### 5.6.6 Termination of Program

Neglect of work, non-attendance, non-payment of tuition fees or misconduct may lead to a student being terminated from his/her program of study.

#### 5.7 Lab Exemptions

In select courses, a lab exemption may be permitted to students who have previously taken the course and successfully passed the assessments of the associated lab tutorials. Lab exemption requests must be submitted by email to [register@icmanitoba.ca](mailto:register@icmanitoba.ca) prior to the end of the first week of classes.

Unless otherwise specified by the respective course's department, the following criteria must be observed in order to qualify for a lab exemption:

- **CHEM1300** – Students must have achieved a minimum of 70 percent on the lab component within the last two years.
- **ENG1450** – Students must have completed all labs with a grade of at least 90 percent.
- **PHYS1050** – Student must have achieved 80 percent on the lab component within the last two years. Students must have completed all five experiments to be considered for a lab exemption.

## **6. FEES**

All fees are set for one term only and are subject to change. Information on the current tuition fees is published on the ICM website. For further information on fees, contact ICM's Finance Officer.

### [6.1 Late Payment Fee](#)

Tuition fees are payable in advance of the commencement of each term. Fees not received for returning students by the published due date will incur a late penalty.

### [6.2 Refund Policy](#)

Students who withdraw from single courses will be penalized as follows:

- Weeks 1 – 4: No financial penalty. Funds remain with ICM and are credited against enrolment in a subsequent term. Fees are forfeited if the student does not re-enrol in a subsequent term.
- Weeks 5+: No refund.

Students who elect to withdraw from the program completely will have their refund calculated in accordance with the College's Refund Policy. Please refer to calculations on Cancellation Fee/Refund Policy detailed on the ICM website.

## 7. WELFARE AND ADVISING

### 7.1 Medical Care

As of April 1, 2012, all international students studying in Manitoba are covered under the Manitoba provincial health plan. Coverage begins from point of entry in Canada en route to Manitoba and on presentation of a valid Study Permit and Letter of Acceptance from ICM. Students are required to collect their health cards from Manitoba Health as soon as possible after they arrive in Winnipeg. Services will be provided during Orientation to assist with this process.

ICM students are welcome to access the University Health Services located in 104a University Centre. They have a variety of physicians, nurses and health care professionals dedicated to students. Information on their services is available at <http://www.umanitoba.ca/student/health/> or by calling **474-8411**.

In the event of circumstances requiring urgent medical care, if it is not possible to contact the parent/guardian of the student at risk, the College is authorized as a matter of urgency to seek and provide appropriate medical care.

In addition to the services listed above, international students at ICM are covered for supplemental health insurance through GuardMe. For more information on the services available through GuardMe, please consult the Student Portal.

### 7.2 Safety Incidents

In the event that a student identifies something on campus which could cause injury to someone or something, please advise ICM staff without delay. A hazard report will be completed and the incident will be investigated.

### 7.3 Advising Services

Confidential student advising is available. Concerns such as the following (and many others) can be freely and confidentially discussed with a Student Advisor or an ICM staff member:

- *loneliness, homesickness*
- *attendance*
- *personal relationship*
- *employment*
- *sexuality*
- *concerns regarding friends and families*
- *harassment*
- *personal health*
- *accommodation difficulties*
- *legal difficulties*
- *financial problems*
- *recreation*
- *personal trauma*
- *your studies/academic performance*

Depending on the nature of the inquiry, staff may also direct students to other professionals better equipped to assist and guide students with respect to their specific questions.

In addition to getting support from the ICM student services team, students are encouraged to utilize the services available through the International Student Services Program (ISSP). Information on this free counselling service for students may be found on Student Portal.

#### 7.3.1 Academic and Career Advice

General career advice is available from the student services team. All students are invited to make an appointment to discuss career opportunities in various fields of study. Students may also access the UofM advisors in Student Counselling & Career Centre.

#### 7.3.2 Entrance to University of Manitoba

The student services team is available to assist students with the process of transfer to the UofM. Students should discuss and finalize the transfer process well in advance of the admission date. For this reason, seminars are held throughout each term to provide students with the necessary information.

#### 7.4 Additional Support Services

In addition to the resources listed in this Student Handbook, many other supports are available at ICM, as well as within the University and greater Winnipeg communities. For a list of resources and supports available to students, please refer to 'Schedule A', located on the Student Portal.

## **SCHEDULE “A”**

### [Policies and Resources](#)

Students at the International College of Manitoba (ICM) have access to a number of on and off campus resources. Below is a list of services that all students may access throughout their time at ICM. Further information with regards to policies and procedures can be located in the ICM Student Handbook and/or through the links specified below.

### [Academic Supports](#)

#### **Peer Education**

ICM's Peer Education program provides targeted (course-specific) academic support to students in a safe, comfortable environment. Peer educators are available to meet with students and assist them in a variety of subjects free of charge. Times and locations vary from term to term and are published on the Student Portal.

#### **Supplementary Instruction (SI) Sessions**

Weekly course-specific group study sessions are offered weekly or bi-weekly. These sessions focus on additional study material facilitated by the SI leader in conjunction with the course instructor. These are available to all students taking the specific course. Sessions can be attended on a drop-in basis (i.e. no sign-up is required). Times and locations vary from term to term and are published on the Student Portal.

#### **Academic Learning Centre - 201 Tier Building**

The Academic Learning Centre is available to ICM students and provides services such as Writing Tutors, Online Writing Tutors, as well as a variety of Academic Success workshops. Website: <http://umanitoba.ca/student/academiclearning/>

#### **Campus Libraries**

ICM students can borrow material from any library on campus for free. Students use their ICM student cards as their library cards after they have set up their accounts.

Website: <http://libguides.lib.umanitoba.ca/icmstudents/borrow>

### [Mental Health Supports](#)

#### **Guard.me**

Guard.me is a comprehensive insurance program that ICM uses for all students. This program covers an array of services that may not be covered by Manitoba Health. The website is user-friendly and students can easily navigate through it in order to make claims and obtain information.

Website: [www.guard.me](http://www.guard.me)

#### **ISSP - 1-844-451-9700 (24 hours)**

ISSP is a support program for international students that is available 24 hours a day, 7 days a week. All ICM students have access to this program and can download the app to their phone. The program offers access to counselors via messaging or phone calls available in over 200+ languages. It is confidential and students are able to seek immediate assistance as well as make appointments for local support.

Website: [www.MyISSP.com](http://www.MyISSP.com)

#### **University of Manitoba Student Counselling Centre – 474 University Centre**

ICM students may also access on-campus counselors to assist students in a variety of situations. They are located on the fourth floor of the same building as ICM. ICM staff can

assist students in going down to meet with a counsellor if they prefer to not go alone.

Website: <http://umanitoba.ca/student/counselling/>

**Klinik** - 1-888-322-3019 or (204) 786-8686 (24 hours)

Klinik is a community-based health centre. Services include counselling support, wellness groups, and health services. They also have various crisis lines so if individuals need to chat with someone at any time day/night, they are available to the public at no cost. These calls are confidential and staff members are highly trained in crisis response.

Website: <http://klinik.mb.ca/>

**Manitoba Suicide Line** - 1-877-435-7170 (24 hours)

This resources consists of counselling and information for people contemplating suicide, or affected by another's thoughts/attempts of suicide.

### **Family Doctor**

For students who don't yet have a family doctor, the following website is a useful resource to help get connected with a physician in the student's neighborhood.

Website: <http://www.wrha.mb.ca/healthinfo/findadoc.php>

### **Mental Health Resource Guide**

This useful all-in-one guide outlines a variety of community mental health supports available in Winnipeg.

Website: [http://www.wrha.mb.ca/prog/mentalhealth/files/CMHAGuide-Ed17-2013\\_WEB.pdf](http://www.wrha.mb.ca/prog/mentalhealth/files/CMHAGuide-Ed17-2013_WEB.pdf)

**Student Support Case Management Office** - Room 519/520 University Centre - 204-474-7423

Student support case management is available for all ICM students. Case managers can assist with mental health, residential issues, budgeting as well as other issues that may arise.

### **Other Resources on Campus**

**University Health Services** - 100 University Centre - 204-474-8411

This on-campus medical clinic provides students with access to family doctors. *Students must bring their student cards as well as Manitoba Health card.* Students can call or go to the University Health Services front desk to make appointments.

**Food Bank** - 518 University Centre

Students in urgent need have access to the on-campus Food Bank. A student card is required to access the resources at the Food Bank.

**Student Accessibility Services** - 519/520 University Centre - 204-474-7423

Students have access to the services offered by Student Accessibility Services. Services such as exam accommodations, note taking, and attendants are available to students through this office when a student has supporting medical documentation.

Website: <http://umanitoba.ca/student/saa/accessibility/>

**International Centre** - 541 University Centre - 204-474-8501

Advisors are available to ICM students to discuss any issue regarding matters that international students are facing. Students can call or go to the International Centre's front desk to book appointments.

Website: <http://umanitoba.ca/international/>

**Career Services** – 474 University Centre – 204-474-9456

This centre provides services including assistance with resume writing, job searches, and career planning information. Students may call or go to the Career Services front desk to book appointments.

Website: <http://umanitoba.ca/student/employment/>

[Crisis/Emergency Supports \(24 Hours\)](#)

**Campus Security Services** - 204-474-9312 or 555 from any university phone.

**Winnipeg Police Emergency** - 911

**Winnipeg Police Non-Emergency** - 204-986-6222

**Mobile Crisis Service** - 204-940-1781

The Mobile Crisis Service assists individuals experiencing a mental health or psychosocial crisis, including persons with a co-occurring mental health/substance use disorder.

Website: <http://www.wrha.mb.ca/prog/mentalhealth/files/MCSFACTSHEET.pdf>

**Reason to Live** - 1-877-435-7170

This support line is specifically designed for suicide prevention.

Website: <http://reasontolive.ca/>

[Copyright Information](#)

**Copyright Services** - 201 Allen Building

Students are required to respect copyright laws referred to in Canada's Copyright Act. Students may familiarize themselves with copyright guidelines by visiting the U of M's copyright website.

Website: [http://umanitoba.ca/admin/vp\\_admin/ofp/copyright/5719.html](http://umanitoba.ca/admin/vp_admin/ofp/copyright/5719.html)

[Tenant's Rights Information](#)

**Residential Tenancies Branch**

The following website is a useful resources for any student who is renting an apartment or room in Winnipeg. Information includes information about deposits, rent increases, notices to move, and other handy tips and information for new renters.

Website: <http://www.gov.mb.ca/cca/rtb/tenant.html>

## International College of Manitoba Policies and Procedures

Students can locate information with regards to policies and procedures as well as supplemental regulations in the ICM Student Handbook, as follows:

- (i) **Academic Integrity:** Plagiarism, cheating, and examination personation. Refer to *Section 4.3: Academic Integrity*.
- (ii) **Student Discipline:** See *Section 5.6: Satisfactory Academic Progress, Academic Probation and Academic Warning*.
- (iii) **Grade Appeals:** See *Section 5.5: Grade/Course Appeals*.
- (iv) **Respectful Work and Learning Environment:** See *Section 1: Student Code of Conduct* for information regarding respectful work and learning environment expectations and processes for complaints and appeals.

Appendix 10: ICM New Student by Citizenship by Academic Year (F/W/S)

	'08-09	'09-10	'10-11	'11-12	'12-13	'13-14	'14-15	'15-16*	Grand Total
Afghanistan					1				1
Albania							1		1
Azerbaijan			4	5	3				12
Bahamas						1			1
Bahrain				1				1	2
Bangladesh		1	12	9	14	32	24	46	138
Bhutan			1						1
Brazil	1	1				3			5
Burundi							2	1	3
Cameroon		1						1	2
Canada	3	3	9	9	21	12	20	13	90
China	51	133	129	172	187	188	166	115	1141
Colombia			1	1			2		4
Congo							2		2
Dem Rep of the Congo					1				1
Ecuador						1			1
Egypt		1			1	1	5	7	15
Eritrea				1	1	1			3
Ethiopia	1		3			1			5
Gambia						1			1
Ghana					1	2	2	3	8
Guyana					1				1
Hong Kong	9	17	21	23	38	25	27	16	176
India	12	24	21	35	43	52	76	117	380
Indonesia	2		5	3	2	4	5	5	26
Iran	1	1			6	1	4	2	15
Iraq				3					3
Italy						1		1	2
Jamaica								1	1

	'08-09	'09-10	'10-11	'11-12	'12-13	'13-14	'14-15	'15-16*	Grand Total
Japan	1	4	1	5	4	1	1	1	18
Jordan						6	1	3	10
Kazakhstan		1	2	1	3	2	5	8	22
Kenya	3	4	7	12	7	16	24	36	109
Kuwait							1	1	2
Kyrgyzstan						1			1
Lebanon						1		1	2
Liberia							1		1
Libya				1			1	2	4
Macao				1		1	1	2	5
Malaysia	2		2	5	1	1	5	5	21
Mali					1				1
Mauritius		1		2	3	9	11	6	32
Mexico	1	3	4	4	1	3	2		18
Mongolia			1	1		1			3
Mozambique	1				1				2
Nepal		1	1						2
New Zealand			1						1
Nigeria	1	30	48	49	49	75	125	96	473
Oman						1			1
Pakistan		6	12	57	93	132	189	105	594
Palestine					1	3			4
Peru				1		1			2
Philippines					2	1			3
Portugal						2	2	2	6
Russian Federation	2			8	5	3	4	3	25
Rwanda				3	1	5	6	3	18
Saudi Arabia	9				1	1			11
Senegal			1		1				2
Seychelles							2		2
Singapore	2			1	2		1		6
Somalia				1					1

	'08-09	'09-10	'10-11	'11-12	'12-13	'13-14	'14-15	'15-16*	Grand Total
South Africa			1	2			2	1	6
South Korea	2		10	12	10	16	9	14	73
South Sudan							1		1
Spain						1			1
Sri Lanka	1	1			2	1	3	1	9
Sudan					1	2		1	4
Switzerland						1			1
Syria	1				1			2	4
Taiwan	3	6	4	3	2	1	4		23
Tanzania		4	8	9	13	17	23	29	103
Thailand	1			1					2
Tunisia					1	2			3
Turkey	1	6	8	4	2	4	3	1	29
Uganda						1	12	4	17
Ukraine					1	2	4	11	18
United Arab Emirates	2	2							4
United Kingdom	1		2			1	1		5
USA		1		1	1		1		4
Uzbekistan								1	1
Venezuela				1		1			2
Viet Nam		4	10	14	18	26	45	23	140
Yemen			1				1	1	3
Zambia	11	8	11	9	13	8	15	13	88
Zimbabwe	1	2	3	11	14	18	32	29	110
Grand Total	126	266	344	481	575	694	874	734	4094

\* partial year results

## Appendix 11: OIA Data on Student Outcomes

### Yearly Cohort Comparison of Student Outcomes<sup>1</sup>, All ICM<sup>2</sup> Cohorts Combined

Full-Time and Part-Time students combined								
Attrition <sup>3</sup> :								
Year <sup>4</sup>	Cohort Size	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
2009-10	23	0%	13%	22%	35%	30%	30%	--
2010-11	89	0%	7%	10%	15%	26%	--	--
2011-12	194	2%	6%	10%	21%	--	--	--
2012-13	219	5%	5%	16%	--	--	--	--
2013-14	319	2%	9%	--	--	--	--	--
2014-15	356	2%	--	--	--	--	--	--
Continuing <sup>3</sup> :								
Year <sup>4</sup>	Cohort Size	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
2009-10	23	100%	87%	57%	17%	9%	9%	--
2010-11	89	100%	90%	78%	51%	31%	--	--
2011-12	194	98%	93%	68%	34%	--	--	--
2012-13	219	95%	95%	72%	--	--	--	--
2013-14	319	98%	89%	--	--	--	--	--
2014-15	356	97%	--	--	--	--	--	--
Graduated at the end of <sup>3</sup> :								
Year <sup>4</sup>	Cohort Size	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
2009-10	23	0%	0%	22%	48%	61%	61%	--
2010-11	89	0%	3%	12%	35%	43%	--	--
2011-12	194	0%	1%	22%	45%	--	--	--
2012-13	219	0%	0%	13%	--	--	--	--
2013-14	319	0%	2%	--	--	--	--	--
2014-15	356	1%	--	--	--	--	--	--
Continuing and Graduated Combined:								
Year <sup>4</sup>	Cohort Size	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
2009-10	23	100%	87%	78%	65%	70%	70%	--
2010-11	89	100%	93%	90%	85%	74%	--	--
2011-12	194	98%	94%	90%	79%	--	--	--
2012-13	219	95%	95%	84%	--	--	--	--
2013-14	319	98%	91%	--	--	--	--	--
2014-15	356	98%	--	--	--	--	--	--

#### Notes:

1. Percentages for Attrition + Continuing + Graduated may not add to 100% due to rounding.
2. Students who graduated from the International College of Manitoba with a GPA of 2.0 or greater.
3. Categories of Attrition, Continuing, or Graduated track students regardless of movement from original, or any faculty/college/school at the UM.
4. First year of study at UM. Includes intake from Summer, Fall, and Winter terms.

Yearly Cohort Comparison of Student Outcomes<sup>1</sup>: All International Cohorts Combined  
(for ICM Comparison)

Full-Time and Part-Time students combined								
Attrition <sup>2</sup> :								
Year	Cohort Size	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
2009-10	465	14%	21%	24%	26%	29%	30%	--
2010-11	561	11%	19%	20%	27%	28%	--	--
2011-12	606	12%	18%	26%	27%	--	--	--
2012-13	666	11%	21%	24%	--	--	--	--
2013-14	786	14%	19%	--	--	--	--	--
2014-15	899	13%	--	--	--	--	--	--
Continuing <sup>2</sup> :								
Year	Cohort Size	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
2009-10	465	77%	51%	31%	16%	6%	5%	--
2010-11	561	80%	52%	34%	16%	11%	--	--
2011-12	606	81%	54%	31%	24%	--	--	--
2012-13	666	82%	59%	48%	--	--	--	--
2013-14	786	81%	68%	--	--	--	--	--
2014-15	899	85%	--	--	--	--	--	--
Graduated at the end of <sup>2</sup> :								
Year	Cohort Size	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
2009-10	465	9%	28%	45%	58%	64%	65%	--
2010-11	561	8%	29%	45%	57%	61%	--	--
2011-12	606	7%	28%	44%	49%	--	--	--
2012-13	666	7%	21%	28%	--	--	--	--
2013-14	786	6%	13%	--	--	--	--	--
2014-15	899	2%	--	--	--	--	--	--
Continuing and Graduated Combined:								
Year	Cohort Size	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
2009-10	465	86%	79%	76%	74%	70%	70%	--
2010-11	561	88%	81%	79%	73%	72%	--	--
2011-12	606	88%	82%	75%	73%	--	--	--
2012-13	666	89%	80%	76%	--	--	--	--
2013-14	786	87%	81%	--	--	--	--	--
2014-15	899	87%	--	--	--	--	--	--

**Notes:**

1. Percentages for Attrition + Continuing + Graduated may not add to 100% due to rounding.
2. Categories of Attrition, Continuing, or Graduated track students regardless of movement from original, or any, faculty / college / school at the University of Manitoba
3. Data to update the status of the cohorts are incomplete due to conversion to the Aurora Student Information System in 2006

## Appendix 12: Instructor Feedback to Vice-Provost, 2013 and 2015

### ICM Instructor Feedback Summary 2015

Prepared by David Collins  
Chair AAC and Vice-Provost (Academic Planning & Programs)

On June 30, 2015 the Chair of the International College of Manitoba (ICM)/University of Manitoba (UM) Academic Advisory Council (AAC) conducted an email survey of sixty individuals identified as instructors contributing to a course (or courses) in the ICM program. A follow-up reminder was issued on July 23, 2015. The list of instructors was compiled by Richard Lobdell, the College Director of ICM, and included all instructors contributing to the ICM program during the 2014/15 academic terms.

The instructors were informed that the AAC is charged with providing advice to both ICM and UM regarding the operations of ICM (see Appendix 1) and were requested to share comments (positive, negative, or advisory) about their experience as an instructor in the ICM program, in support of AAC's role. Feedback (including a nil-response) was requested by email, letter, or phone, and individual meetings were offered at the discretion of the individual. Respondents were assured that individuals would not be identified in reports arising from this process, and that anonymous material would not be accepted.

In total, 26 of the 60 instructors surveyed responded to the survey for a response rate of 43 %—all responses were by email, and no requests were received for individual meetings. Of note, 28% (17 of 60 instructors) responded to the same survey conducted in 2013.

The majority of instructors (24 or 92%) provided positive comments about their working conditions at ICM, and a number provided other useful comments and suggestions:

- *'Overall, I enjoy working at ICM. I enjoy my interaction with students and I receive a great amount of support from ICM staff.'*
- *'For the most part, my experiences working for ICM have been very positive. The College staff are very professional and accommodating and each semester the college puts together Professional Development sessions for all instructors, which as a newer instructor I find very useful.'*
- *'I am very happy to work for ICM. The staff are helpful and kind. Very well organized institution.'*
- *'This was my first work experience with ICM. It was good experience. Staff are very cooperative and helpful.'*
- *'I personally have no issues and it was a great semester.'*
- *'So far I do not any issues to raise, it was a joy to teach international students and administrative staff have been supportive.'*
- *'I have thoroughly enjoyed teaching for CM these last three sessions. The extra hour or so of lecture/class-time allows me more time for class discussions and working with individual students. This is especially useful to recent ESL students or those struggling with course content. I also receive a high level of support from ICM administrative staff.'*

*Student advisors are especially helpful (not only to me, but my students as well) in working with students and in providing additional supports to instructors. I believe ICM to be an asset to the U of Manitoba; enabling students to acculturate to Canadian society and a Western educational system, be preparing them academically to enter degree programs. I have run across many former students who have successfully completed their degree programs at the U of Manitoba, and express their appreciation for the 1-2 years they spent at ICM. These students reflect very positively on their experiences at ICM.'*

- *'No concerns. My time teaching has been wholly positive.'*
- *'I am very satisfied with the working conditions at ICM. I receive support from administrative staff as needed, despite the recent loss of staff. I have no concerns to report and look forward to working as an instructor with ICM long into the future.'*
- *'I find the working conditions with ICM to be satisfactory.'*
- *'Working conditions at ICM are the same as they are when I'm working at UM. Things are good and when I have issues, they are quickly remedied by the administration at ICM. I am a bit concerned with the frequent turnover of the academic manager. However its impact on me is quite low.'*
- *'I have very positive experience with ICM. I enjoy teaching my course and working with international students. The teaching assistants are dedicated and committed to their responsibilities. The administration of the colleges is experiencing some changes in senior staff members, but this hasn't affected my teaching experience. Thanks for holding this survey which I think will improve ICM even more.'*
- *'I greatly enjoy working with the students at the international college. I find them to be pleasant and very typical of most young adults that I know. They require encouragement to engage and get work done, but they are always respectful and kind. Most of the time, ICM has been respectful of my needs as a sessional instructor.'*
- *'I have been teaching ICM for about \* years now. My experience in working with ICM has been amazing. The staff at ICM are very friendly and helpful. I believe that ICM's approach of having classes with 30 or so students, give us an opportunity to focus on each student individually. Because all the students are from an international background, it gives them a common platform to interact and socialize. The teaching environment and facilities is the same as UM. I wish that UM have programs that focus on international students too.'*
- *'I have no problems associated with being an instructor at ICM. I have found my experiences working for the International College to be very positive. One of their policies, which I have found to be very helpful in my teaching, is the fact that the student advisors are very proactive with the students registered in ICM. They do a very good job of contacting students who have missed classes, assignments, or who are not doing well in the course. These students are invited to come in and discuss any issues they might be having in their academic and personal lives. I think this level of support is necessary for all students but especially for those who are studying away from home.'*

Of two instructors that did not specifically forward positive comments about their experiences with ICM, one expressed concerns about the coordination of class and laboratory schedules that caused some

frustration, and the other concerns about instructional space. The latter noted that *'classrooms in the Fitzgerald building are horrible. The heating and cooling does not work properly. For the winter and summer sessions of 2015 the rooms have been too hot. After a short period of lecturing I am soaked in perspiration. This is not a good learning environment for students.'*

Concerns about classroom configurations and the lack of available space for personal consultation with students were also raised by three other respondents; one noting *'that ICM does not have enough space on campus, which means a good number of instructors share offices, to that extent that they are difficult spaces to utilize for meeting with students. The classroom spaces are functional, but almost all in older buildings with poor seating and heating systems.'* Another suggested the need improve the overall appearance of space allocated to the program in the Fitzgerald building.

Two instructors expressed frustration with the four hour lecture times adopted by ICM; in particular, concerns about student fatigue and maintaining student interest over a four hour period. One suggested that 2 hour time slots twice a week would be more practical for accommodating other teaching schedules (for instructors teaching at both ICM and UM), to minimize fatigue in students, and to help to acclimatize them to the class schedules they will have on moving to UM. However, another instructor expressed a contrary view, noting that the extra hour or so of class time provided by the four-hour timeslot *'allowed more time for class discussions and working with individual students. This is especially useful to recent ESL students or those struggling with course content.'*

A number of instructors provided feedback about the ICM administration, in particular commenting about changes arising with the sad and untimely passing of Susan Dean, the first College Director in \*\*\*\*. Some expressed concerns about changes; *'Lately, it has been confusing due to the internal changes at ICM, such as, for example, lack of someone replacing the academic manager or the interim nature of the current director', and 'there has been a lot of turnover in the senior administrative ICM staff this year. I would like to see more continuity here.'*

However, others took a more positive position, noting the following:

- *'Academic leadership at the college, though it has fluctuated significantly (because of unfortunate circumstances), are very respectful of academic freedom for Instructors and monitor classroom success and teaching practices with effective and frequent communication with instructors. When I had some concerns about plagiarism at the college the staff listened to my concerns and very quickly implemented workshops for students to receive extra awareness about the importance of proper citation and academic integrity.'*
- *I am pleased with how well the ICM Administration is functioning considering the substantial personnel changes they have had over the past year', and*
- *'Administration of the college is experiencing some changes in senior staff members, but this hasn't affected my teaching experience.'*

Other comments/suggestions generated by the survey:

- that ICM provide longer term contracts to make the instructors working at the College more secure;
- that ICM facilitate meetings between instructors and TAs at the beginning of each semester to discuss approaches to improving student performance;

- that ICM devote more time at the beginning of each semester to make sure students are aware the rules and regulations, in particular addressing the inappropriate use of cell phones for texting and browsing during lectures; and
- that ICM evaluate the efficiency of the online attendance system.

Overall, consistent with the survey conducted in 2013, the majority of instructors responding to the survey reported a positive interaction with the ICM program.

**Appendix 1**  
**International College of Manitoba Instructors**

I am contacting you in my capacity as Chairman of the 'International College of Manitoba (ICM)/University of Manitoba Academic Advisory Council' (the AAC), as you have been identified as one of the instructors contributing to a course (or courses) in the ICM program.

The AAC is charged with providing advice to both ICM and the University regarding the operations of ICM and in particular is responsible for reporting regularly on the following:

- During any given time period, the numbers of students admitted to ICM, the courses offered by ICM, and the academic performance of ICM students in those courses;
- During any given time period, the numbers of ICM students admitted to UM, their country of origin, the programs into which they are admitted, and the number of ICM students who are admitted to other postsecondary institutions;
- During any given time period, the academic performance of ICM students admitted to UM programs as compared with the academic performance of other international students admitted to UM programs;
- ICM and UM will report annually on their separate and joint activities undertaken to increase international student recruitment and retention;
- Analysis of UM Departmental workloads resulting from academic oversight of ICM courses and activities;
- Analysis of any concerns expressed by ICM instructors concerning working conditions;
- Analysis of statistical data provided by ICM concerning student diversity, disability accommodation, and student disciplinary actions.

At this time, I am particularly interested in any comments you wish to share (positive, negative, or advisory) about your role as an instructor in the ICM program; in particular, with respect to item six (6) '*any concerns expressed by ICM instructors concerning working conditions*' (above). I would appreciate your feedback (including a nil-response) by email, letter, or phone at the following (I will also make myself available for individual meetings at your discretion):

Dr. David Collins, Vice-Provost (Academic Planning and Programs)  
Office of the President, 208 Administration Building  
Winnipeg, Manitoba R3T 2N2.  
Phone: (204) 474-8308 Email: [david\\_collins@umanitoba.ca](mailto:david_collins@umanitoba.ca)

Please note that I will ensure that individuals will not be identified in reports arising from this process; however, I will not accept anonymous material. Responses will be reported in aggregate as emerging themes of a positive or negative nature, and/or as advice for consideration by the AAC, the University, and/or ICM.

## ICM Instructor Feedback Summary, 2013

Prepared by David Collins  
Chair AAC and Vice-Provost (Academic Planning & Programs)

On February 21, 2012 the Chair of the 'International College of Manitoba (ICM)/University of Manitoba Academic Advisory Council' (the AAC), surveyed by email a list of sixty individuals identified as instructors contributing to a course (or courses) in the ICM program. The list was compiled by Susan Deane, the College Director of ICM and included all instructors contributing to the ICM program since its inception in September 2008 to the January 2012 term.

Respondents were informed that the AAC is charged with providing advice to both ICM and the University regarding the operations of ICM—Appendix 1. Respondents were requested to share comments (positive, negative, or advisory) about their experience as an instructor in the ICM program, in support of AAC's role.

Feedback (including a nil-response) was requested by email, letter, or phone, and individual meetings were offered at the discretion of the individual. Respondents were assured that individuals would not be identified in reports arising from this process, but that anonymous material would not be accepted.

Of the 60 individuals that were contacted, 15 responded in writing by email, 1 requested a telephone interview and 1 an individual meeting with the Chair. In total seventeen individuals responded to the survey, providing a 28 % response rate; a reminder email was sent on March 3, 2012.

All but one of those responding provided positive comments about the working conditions and support provided by ICM—see following excerpts from these responses<sup>6</sup>:

- *During my short time working with ICM, I had no issues or concerns about working conditions.*  
  
*I have overall a good working experience with ICM. From my experience, I would credit the ICM with mentoring young and inexperienced international students adapting to North American academic environment."*
- *I would like to express my satisfaction with the teaching environment at the College, and my appreciation for the support and enthusiasm of the ICM Administrative team.*
- *ICM has been a good experience for me.*
- *I am very highly satisfied with the working conditions. All the ICM staff are very enthusiastic and helpful towards the instructors.*
- *Uniformly positive experience at ICM. Administration are supportive and does not interfere in course delivery, as well as facilitative of extra-curricular initiatives (they do not pursue profit at the expense of the program).*
- *I've been extremely satisfied with the support of the ICM front office; they are indeed a most competent group.*
- *It's been great working for ICM and I hope I can do more in the future. It's a very relaxed and professional atmosphere.*

<sup>6</sup> Note that email responses were quite brief, ranging from a single sentence to a maximum of 4 paragraphs.

- *This has been a great experience teaching such a diverse class. ICM has been providing us all sorts of support, which is highly appreciable, and required for a good educational environment.*
- *I have been an instructor with ICM for the past \*\*\*\* years and have been very satisfied with the experience. I greatly enjoy working with both the students and the staff at the College. There is a high level of communication between myself and the ICM staff which significantly adds to the level of support provided to students. I have always felt most supported by ICM staff that have always considered and responded to my requests for assistance in an effective and expedient manner.*
- *I must say that the experience so far has been very positive. I have absolutely no concerns regarding the work environment. The director and support staff are very accommodating and helpful.*
- *I had an excellent experience with ICM. They were very professional in their approach to education, very interested in the welfare of international students, and quite keen on upholding academic standards.*
- *I especially found the feedback meetings at the start of each semester very useful. Instructors had the opportunity to share their experiences in teaching international students. We traded teaching strategies and discussed ways to address the challenges that the students faced living and learning in a culture that they were not used to.*
- *ICM staff are very helpful. I found the organization as a whole quite well organized.”*
- *The working conditions at ICM are top-notch. I receive ample support from ICM administration, student advisors, IT tech (more than I have ever received from personnel at the U of M in general).*
- *I don't have anything to complain about in terms of working conditions at ICM. The staff has been wonderful in terms of teaching and administrative supports and has made my job easier.*
- *That's it. It's been great working for ICM and I hope I can do more in the future. It's a very relaxed and professional atmosphere.”*

One respondent expressed several concerns about their experience as an instructor at ICM, and reportedly made the decision to discontinue working for the College. In particular this individual noted:

- that the workload at ICM was substantially greater in terms of contact hours with students; this being a major factor in the decision not to continue at the College.
- the perception of accountability concerns, in that instructors were regularly "checked on" to see how their classes were running, what students were doing, and if, in fact, the classes were running for the full 4 hour prescribed time slot.

This individual stated their belief that the 4 hour sessions used at the College were inappropriate, especially for international students for whom English is not the primary language. They also noted that there was limited funding for teaching materials, and that they regularly purchased items from my own funds, and expressed the view that no established process for seniority or selection of instructors was evident

The comments above contrasted to those provided by the balance (16) of respondents who, notwithstanding some issues of concern (see below), expressed a more positive view on the quality of the ICM program—see following excerpts.

- *From my experience, I would credit the ICM with mentoring young and inexperienced international students adapting to North American academic environment.*
- *While the workload at the College may be slightly higher than that at the University, we are, to some degree, compensated for that.*
- *Despite being a corporate entity, students seem to be more valued than at the University. The program is not just a money grab. It provides an intensive experience for the students, a lot of work; but also provides attention to student support and follow-up. Weaker students are followed up by the system and provided with counseling support. There is a real intent that students succeed; from my perspective this is appreciated.*
- *Administration is supportive and does not interfere in course delivery, as well as facilitative of extra-curricular initiatives (they do not pursue profit at the expense of the program).*
- *I like the 4 hour lectures for my subject; it gives me time to encourage the students to work on problems while I walk around the class helping them. And sometimes I let the class go early (or part of the class go early – those who get it) – and in the past (but not recently) I have been discouraged from doing this.*
- *My students often raise an issue that the ICM classes are too long and they get tired after 2 hours of a class. I personally feel that four hours per week is required to meet the curriculum demands. The students feel that it would be more beneficial to them if there were two, two-hour classes each week. I personally prefer a four hour class as it saves me time, but as an instructor I would like to see my students getting the best out of it all. I thought as I am given a chance, I should convey to you what students feel.”*
- *There is a high level of communication between myself and the ICM staff which significantly adds to the level of support provided to students. I have always felt most supported by ICM staff that have always considered and responded to my requests for assistance in an effective and expedient manner.*
- *I especially found the feedback meetings at the start of each semester very useful. Instructors had the opportunity to share their experiences in teaching international students. We traded teaching strategies and discussed ways to address the challenges that the students faced living and learning in a culture that they were not used to.”*
- *I must emphasize, that I love teaching for ICM, for the longer class lecture sessions give me more time to work with students who would normally be swamped by their classes (at the U of M), and in my experience with other international students in my UM classes, be ill prepared to succeed in their programs. ICM provides them the care, instruction, and guidance to integrate and adapt to the U of M’s academic and cultural environments.*

Of those respondents expressing general satisfaction with the working conditions at ICM, four noted problems with some of the teaching rooms, suggesting “*that not all (teaching) rooms are totally acceptable*”, and that temperature control of some of the rooms was poor. One response was dominated by concerns about the quality of teaching space, noting that “*the control of the temperature in this room is horrible. Air conditioning was added during the summer of 2011 but it does not work very well. At anything but the lowest setting it is too noisy to use, but at the lowest setting it can't keep the room cool. There are two windows that open but one of them does not have a latch to keep it closed,*

*which is a problem in the winter. The whiteboards are seldom cleaned. For most of my lectures the whiteboards are filthy.”* Notwithstanding, this respondent did conclude that *“this all being said, I did very much enjoy the students and staff at ICM.”*

One individual reported being “shuffled” around campus to different locations; two noted parking was sometimes problematic, and one other respondent also expressed concerns about the lack of benefits, health care and group life insurance, and benefits.

A number of respondents commented on the challenges and opportunities inherent in teaching international students, but on balance felt that the experience was beneficial. Other than the above concern about accountability the general view expressed was that the ICM program was strongly supportive of both students and instructors.

One respondent commented that the greatest challenge to teaching at ICM arises due to unrealistic student expectations, noting that many make the assumption that they will excel in class; many are driven by their need gain entry into various UM faculties. It was further noted that a few students attend ICM with the erroneous assumption that their programs will be easy, and that their work load would be minimal. This particular respondent, who also reported holding an appointment at the University of Manitoba, noted that the problem of unrealistic expectations was common to most first year university students, but especially pronounced at ICM. This individual also reported that some faculty members at the U of M may be under the false impression that ICM guarantees the academic success their student’s. The respondent noted that there had been general discussion amongst ICM instructors about student expectations and the general view was that the instructors work very hard to prepare ICM students for the U of M academic environment, and in no way, give students a ‘free or easy ride’ through ICM classes.

The clear majority of respondents reported a positive interaction with the ICM program.

**Appendix 1**  
**International College of Manitoba Instructors**

I am contacting you in my capacity as Chairman of the 'International College of Manitoba (ICM)/University of Manitoba Academic Advisory Council' (the AAC), as you have been identified as one of the instructors contributing to a course (or courses) in the ICM program.

The AAC is charged with providing advice to both ICM and the University regarding the operations of ICM and in particular is responsible for reporting regularly on the following:

- During any given time period, the numbers of students admitted to ICM, the courses offered by ICM, and the academic performance of ICM students in those courses;
- During any given time period, the numbers of ICM students admitted to UM, their country of origin, the programs into which they are admitted, and the number of ICM students who are admitted to other postsecondary institutions;
- During any given time period, the academic performance of ICM students admitted to UM programs as compared with the academic performance of other international students admitted to UM programs;
- ICM and UM will report annually on their separate and joint activities undertaken to increase international student recruitment and retention;
- Analysis of UM Departmental workloads resulting from academic oversight of ICM courses and activities;
- Analysis of any concerns expressed by ICM instructors concerning working conditions;
- Analysis of statistical data provided by ICM concerning student diversity, disability accommodation, and student disciplinary actions.

At this time, I am particularly interested in any comments you wish to share (positive, negative, or advisory) about your role as an instructor in the ICM program; in particular, with respect to item six (6) '*any concerns expressed by ICM instructors concerning working conditions*' (above). I would appreciate your feedback (including a nil-response) by email, letter, or phone at the following (I will also make myself available for individual meetings at your discretion):

Dr. David Collins, Vice-Provost (Academic Planning and Programs)  
Office of the President, 208 Administration Building  
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Email: [david\\_collins@umanitoba.ca](mailto:david_collins@umanitoba.ca)

Please note that I will ensure that individuals will not be identified in reports arising from this process; however, I will not accept anonymous material. Responses will be reported in aggregate as emerging themes of a positive or negative nature, and/or as advice for consideration by the AAC, the University, and/or ICM.

## Appendix 13: Information on Accessing ACC Annual Reports

Please refer to the Senate agenda's below to access the ICM annual reports:

### **2008-2009**

Senate Meeting, *October 7, 2009*:

[http://umanitoba.ca/admin/governance/media/senagenda\\_oct2009.pdf](http://umanitoba.ca/admin/governance/media/senagenda_oct2009.pdf)

### **2009-2010**

Senate Meeting, *January 5, 2011*:

[http://umanitoba.ca/admin/governance/media/senagenda\\_jan2011.pdf](http://umanitoba.ca/admin/governance/media/senagenda_jan2011.pdf)

### **2010-2011**

Senate Meeting, *December 7, 2011*:

[http://umanitoba.ca/admin/governance/media/senagenda\\_dec2011.pdf](http://umanitoba.ca/admin/governance/media/senagenda_dec2011.pdf)

### **2011-2012**

Senate Meeting, *December 5, 2012*:

[http://umanitoba.ca/governance/media/2012\\_12\\_05\\_Senate\\_Agenda.pdf](http://umanitoba.ca/governance/media/2012_12_05_Senate_Agenda.pdf)

### **2012-2013**

Senate Meeting, *January 8, 2014*:

[http://umanitoba.ca/governance/media/2014\\_01\\_08\\_Senate\\_Agenda.pdf](http://umanitoba.ca/governance/media/2014_01_08_Senate_Agenda.pdf)

### **2013-2014**

Senate Meeting, *December 3, 2014*

[http://umanitoba.ca/admin/governance/media/2014\\_12\\_03\\_Senate\\_Agenda\\_v2.pdf](http://umanitoba.ca/admin/governance/media/2014_12_03_Senate_Agenda_v2.pdf)

### **2014-2015**

Senate Meeting, *February 3, 2016*

[http://umanitoba.ca/admin/governance/media/2016\\_02\\_03\\_Senate\\_Agenda.pdf](http://umanitoba.ca/admin/governance/media/2016_02_03_Senate_Agenda.pdf)

## Appendix 14: Course Moderation Process and Course Compliance Form

### International College of Manitoba and University of Manitoba Course

#### Overview of Role

Departments and Schools at the UM have an important role in providing oversight and being a liaison with ICM to ensure the academic equivalency of ICM courses and ensure that the course assessments are appropriate across ICM's University Transfer Programs (UTP) Stage II.

The Dean of the Faculty or Chair of Department/School will identify the Course Coordinators (CC). The CC will be responsible for moderating ICM course assessments using the following process.

UM academic units whose courses are taught by ICM will appoint a UM Course Coordinator at least 4 weeks prior to the commencement of the semester. It is the responsibility of the Course Coordinator to maintain regular contact with the ICM course instructor to provide advice and discuss issues relating to the content and delivery of the course. The Course Coordinator meets approximately once a semester with the Academic Manager to discuss any outstanding issues in relation thereof. The Moderation process ensures that justice is done to the individual student and upholds the standard of the Program within its regulations.

#### **The Course Coordinator is responsible (on behalf of the University) for:**

(1) Ensuring ICM instructional staff have qualifications comparable to UM instructional staff.

- Normally, UM will not have a role in interviews or hiring committees for ICM instructors. However, the CC will be consulted to ensure that potential instructors have qualifications appropriate for appointment and are suitable for providing instruction.
- Review and provide feedback on candidates based on CV information.
- Whenever possible, recommend candidates to ICM or assist in the distribution of information about ICM (i.e., via email groups and contacts).
- ICM will seek approval from the UM before appointing UTP 11 instructors.

(2) Providing the instructor and or ICM with the current course outline and syllabus for the equivalent university course. This includes details of the proposed assessment structure and required course text(s).

- Review and approve final ICM outline and syllabus prior to the course offering.
- Review and approve final ICM assessment/grading scheme prior to the course offering.

(3) Moderation of assignments, tests, and examinations to ensure equivalency of UM assessment standards.

- Review samples of in-course assignments and tests; advise on the adjustment of grades if necessary; advise on the overall distribution of grades.
- Review final exam and answer key prior to scheduling of exam-- questions and acceptable answers must be approved by the Course Coordinator to ensure equivalency to UM standards; that the exam can be completed within the allocated time; that the questions are fair and free of ambiguity and error; and that the solutions are sufficiently explicit to provide effective guidance to markers.

- Review and approve deferred examinations with solutions as required.
- Review samples of final examination; Course Coordinator can adjust grades as necessary, and advise on the overall distribution of grades, but always in the context of fairness to each student.
- Approve course grades and supporting information as submitted by the ICM instructor; when required, arrange for remarking of examinations or assignments, similar to the role the UM department Chair (has) in vetting course grades.

(4) Return of all student results to the College within agreed timelines. The UM Course Coordinator will liaise with the Academic Manager (or nominee) of the College with respect to the release of final results.

(5) Advise ICM instructional and administrative staff on other issues as needed.

**Overall, the role of the Course Coordinator is to advise and consult in order to ensure that ICM students are evaluated in a manner that reflects the level and rigour, consistent with the standards in equivalent UM courses.**

In circumstances where a discrepancy arises, the parties will make every effort to reach a resolution at the earliest point possible, before the course begins or before grades are assigned.

Unresolved disputes will be directed to the Academic Advisory Committee for review and resolution. In such circumstances, the student(s) involved (if any) will be informed in writing that a decision has been deferred pending a resolution by the Academic Advisory Committee. ICM reserves the right to request a written report of the dispute from the Course Coordinator.

### **The College Instructor is responsible for**

(1) Ensuring the course is taught and assessed in a manner consistent with the content and spirit of the course outline, including adherence to the recommended program of instruction and prescribed assessment framework, including the stated Learning Outcomes.

(2) Co-operating with the University Course Coordinator on matters such as tests, assignments, projects, etc, to ensure high levels of comparability between the University and College courses.

(3) Marking all assessment tasks in accordance with University guidelines and cooperating with the Course Coordinator with respect to moderation of these assessment tasks; judging students without prior influence and comparing their performance with that of their peers (UM cohort), only recommending changes to the marks awarded to students within the context of fairness to students.

(4) Setting a Final examination (and a deferred examination if required), providing the solutions and agreeing to both paper(s) and solutions with the Course Coordinator.

(5) Forwarding final marks sheets in the required format to the Academic Administrator so that final grades can be determined in a timely manner.

(6) Reporting to the Academic Manager on any matters of serious concern.

### **Moderation via University of Manitoba**

The Course Coordinator will have overall responsibility for monitoring the academic credibility of the course using the documentation provided by ICM-- that is, ensuring and confirming that the questions set out in an assessment are comprehensive and of the

appropriate academic standard; and that the scripts are graded impartially and with the rigour required for comparability to UM standards.

Student results are coordinated by the ICM Academic Manager, and released to students through the ICM Student Portal.

The ICM College Director and Principal has final determination of all ICM graduates, and thus potential progression to the appropriate University degree program.



## UM Course Coordinator / ICM Instructor COURSE COMPLIANCE FORM

The purpose of this form is to ensure that the course delivered by the ICM Instructor for a given semester is consistent with the expectations and academic requirements of the UM Course Coordinator. At the conclusion of each semester, the instructor shall submit the form to ICM in compliance with the Moderation process.

Course \_\_\_\_\_ Semester \_\_\_\_\_ ICM Instructor \_\_\_\_\_ UM Course Coordinator \_\_\_\_\_

### Prior to Course Commencement

- ICM Instructor and UM Course Coordinator discuss
  - ✓ Course Outline / ICM Syllabus
  - ✓ Learning Outcomes
  - ✓ Text/s
  - ✓ Grading Scheme, including grade distribution
- UM Course Coordinator reviews and approves ICM Instructor's
  - ✓ Syllabus
  - ✓ Choice of text(s)
  - ✓ Grading Scheme

### Task Accomplished:

ICM Instructor / Date \_\_\_\_\_ UM Course Coordinator / Date \_\_\_\_\_ Viewed by ICM Academic Manager \_\_\_\_\_

## Moderation of Major Assessments

### Assessments

- ICM Instructor submits proposed midterm(s)/major assignment(s) with answer key(s) to the UM Course Coordinator for review.
  - ✓ Assessment pack includes i) proposed assessment papers, ii) previous semester's assessments (if applicable)
- ICM Instructor revises assessment papers (as per UM Course Coordinator's recommendation/s and in consultation, as necessary).

### Moderation of Grading Papers, Tests,

- ICM Instructor submits student midterm(s)/major assignment(s) to the UM Course Coordinator for review.
  - ✓ Midterm/major assignments: i) 10% from the top cohort inclusive of the highest mark, ii) 10% from the bottom cohort inclusive of the lowest mark, iii) 10% from the mean cohort, iv) all papers falling into the borderline pass/fail cohort.
  - ✓ Copy of student scores
  - ✓ Copy of answer key
- ICM instructor revises grading/grades (as per UM Course Coordinator's recommendation/s and in consultation, as necessary).

### \*Task Accomplished:

Assessment #1:	
<b>ICM Instructor / Date</b>	<b>UM Course Coordinator / Date</b>
Assessment #2:	
<b>ICM Instructor / Date</b>	<b>UM Course Coordinator / Date</b>
Assessment #3:	
<b>ICM Instructor / Date</b>	<b>UM Course Coordinator / Date</b>
Assessment #4:	
<b>ICM Instructor / Date</b>	<b>UM Course Coordinator / Date</b>

\*Please use additional pages as required.

### Final Exam Moderation

- ICM Instructor submits proposed final exam (with answer key) to UM Course Coordinator for review.
- ICM Instructor revises proposed exam (as per UM Course Coordinator's recommendation/s and in consultation, as necessary).
- ICM Instructor submits final exam papers to the Academic Manager. The Final Moderation Pack is delivered to the UM Course Coordinator for review.
  - ✓ Final exam/final major assignment papers: i) 10% from the top cohort inclusive of the highest mark, ii) 10% from the bottom cohort inclusive of the lowest mark, iii) 10% from the mean cohort, iv) all papers falling into the borderline pass/fail cohort.
  - ✓ Copy of marking sheet
  - ✓ Any further notation as appropriate from the Academic Manager
- ICM Instructor revises grading (as per UM Course Coordinator's recommendation/s and in consultation, as necessary).

#### Task Accomplished:

ICM Instructor / Date \_\_\_\_\_ UM Course Coordinator / Date \_\_\_\_\_ Viewed by ICM Academic Manager \_\_\_\_\_

### Final Grades Moderation

- UM Course Coordinator and ICM Instructor discuss issues and/or receive feedback.
  - ✓ Grade distribution
  - ✓ Final grades allocation

#### Task Accomplished:

ICM Instructor / Date \_\_\_\_\_ UM Course Coordinator / Date \_\_\_\_\_ Viewed by ICM Academic Manager \_\_\_\_\_

- UM Course Coordinator meets with ICM Academic Manager to discuss issues and/or receive feedback (where necessary).

### UM Course Coordinator Sign-off

*I am SATISFIED / NOT SATISFIED that the course has been delivered and assessed at the appropriate standard.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Your comments would be appreciated. Use additional pages as required.

**ICM Instructor Sign-off**

	<b>As ICM Instructor, I confirm as follows</b>	<b>YES</b>	<b>NO</b>
1	I provided students with a copy of the course outline and the assessment requirements for this course at the commencement of the semester.		
2	In determining the final assessment for this course I adhered to the assessment weightings for the various assessment tasks as outlined in the course outline provided to students.		
3	I have covered all the content and learning objectives of this course in the semester.		
4	I have ensured that assessment tasks used throughout the semester and in the end of semester examination assessed performance at the appropriate standard.		
5	I interacted with the Course Coordinator in relation to assessment tasks, the standard of those tasks and, as appropriate, marking schedules attached to those tasks.		
6	The Course Coordinator reviewed student work (assessment tasks) during the semester as a cross-check on academic standards in this course.		
7	I understand that the Course Coordinator is satisfied that the course has been delivered and assessed at the appropriate standard.		
8	I was provided with adequate resources to deliver and assess this course.		

If there are any boxes which are ticked with a "No" response, please give details to explain the situation (use additional pages as required).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\* ICM Instructor submits this form to ICM Academic Manager at the conclusion of the course. \*\*\*  
Please ensure all tasks have been signed/dated before submitting the form.**

## Appendix 15: ICM Fees Disbursement, UM

*April 4, 2015*

In general, UM royalties received by the University of Manitoba are calculated 25% of ICM revenues received for the delivery of the UTP I and UTP II programs. In addition, ICM levies a \$94 Student Ancillary Fee (combined Technology, Student Services, and Library Fees) that is transferred directly to UM.

Other payments are made by ICM to the English Language Centre and Extended Education for supports provided by sessional instructors and other services. As well, consumables, laboratory instructors, TAs and graders associated with laboratory courses in UTP II are paid for by ICM. These payments are negotiated by, and paid directly to the units delivering the respective courses, by ICM, and are not included in the following.

Current reimbursement for teaching and supporting the ICM program is as follows.

- a. Faculties receive \$7,000 for each 3 credit, and \$10,000 for each 6 credit hour course offered in ICM, per 12 month period. This money goes directly to a Faculty, not a Department.
- b. An additional \$500 for every course section offered per 12 month period.
- c. \$2,500 for each laboratory course in any term (introduced 2009) to cover take down and set up and any other support offered in the laboratory outside of actual laboratory instruction, or grading.
- d. The Library receives \$5,000 (established 2008/09), however, they were required to demonstrate actual costs prior to receiving further allocations—it is not clear that this requirement has been addressed.
- e. St. Paul's College receives \$7,800 (x3) each term (\$23,400 p.a.) for use of two classrooms.
- f. At the request of Student Affairs, an annual allocation of \$40,000 for support to ICM students was introduced in 2014/15.

Effective 2014/15, the following changes are proposed:

- a. Faculties to receive \$10,500 for each 3 credit hour course, per year. Six credit hour courses will receive \$10,500, per semester (i.e., the 6 credit course will be treated as two independent 3 credit courses), per year.
- b. An additional \$2,000 for every course section offered, for 3 credit hour courses, and \$2,000 for every 6 credit hour course section offered, per year.
- c. Faculties currently receive \$4,500 for each laboratory course, per year, to cover set up and any other support offered in the laboratory outside of actual instruction, or grading costs.
- d. Library to receive \$6,000 annually, to assist with the costs of providing library services to ICM students.
- e. St. Paul's College to receive \$7,800 (x3) each term for use of two classrooms. Annual amount of \$23,400.
- f. Student Affairs to receive \$50,000 for support to ICM students.
- g. Reimbursement for teaching and support for the ICM program will be reviewed biennially.

**Recognition and Educational Services Agreement**

**between**

**The University of Manitoba**

**and**

**International College of Manitoba Limited,  
trading as International College of Manitoba**

**Date: \_\_\_\_\_, 2017**

**THIS AGREEMENT** is made at Winnipeg on \_\_\_\_\_, 2017.

**BETWEEN: The University of Manitoba**

An educational institution incorporated under and pursuant to the laws of the Province of Manitoba, Canada (hereafter referred to as the "University")  
Address: University of Manitoba, Winnipeg, MB, Canada R3T 2N2, Canada  
Facsimile: + 1 204-261-1318

**AND: International College of Manitoba Limited, trading as International College of Manitoba**

A company duly incorporated under and pursuant to the laws of the Province of British Columbia, Canada, registered to conduct business in the Province of Manitoba, Canada, and wholly owned by NVT (hereafter referred to as the "College") Address: Level 8 Brookfield Place, 125 St Georges Terrace, Perth WA 6000, Australia  
Facsimile: + 61 8 9314 9699.

**RECITALS:**

- A. This Agreement replaces and restates the Recognition and Educational Services Agreement between the University and the College, which had a commencement date of December 1, 2007.
- B. The University and the College have agreed to enter into an arrangement pursuant to which the College will maintain, develop and offer a range of educational services to Students and the University will provide the College with services and facilities to assist in the provision of those educational services, in consideration of which the College shall pay to the University the Fees.
- C. The agreement of the Parties shall be effected in accordance with the terms and conditions specified in this Agreement.

**IT IS AGREED:**

**1. DEFINITIONS AND INTERPRETATION**

**1.1 Definitions**

In this Agreement:

- (a) "**Academic Advisory Committee**" means the advisory committee established by clause 7.4 of this Agreement, the functions of which are to provide advice to the College on the content of the ICM Programs, learning objectives to be pursued by the

ICM Programs, assessment procedures relating to the ICM Programs, and to undertake a review of the curriculum of the College both present and planned.

- (b) **“Agreement”** means this document, including any schedule or annexure to it.
- (c) **"Agreement Term"** means the term of this Agreement referred to in clause 2 of this Agreement and any extension or renewal of that term under clause 2.
- (d) **"Ancillary Courses"** means:
  - (i) Courses not eligible for Transfer Credit for delivery at the College as part of an ICM Program;
  - (ii) the supplementary Courses referred to in clauses 4.1(d) and 4.1(e) of this Agreement; and
  - (iii) such other Courses as the Parties may agree to be included in this definition from time to time, including Courses at any level.
- (e) **“Bachelor’s Degree”** means a Bachelor’s degree awarded by the University.
- (f) **"Campus"** means the campus of the University.
- (g) **“Chair”** means Head of a Department or Dean of a Faculty or Director of a School of the University.
- (h) **"Courses"** means the individual courses comprised in a ICM Program as approved by the University.
- (i) **“Commencement Date”** means the date on which this Agreement commences as per clause 2.1.
- (j) **“Department”** means an academic Department or Faculty or School of the University.
- (k) **“Equivalency Audit”** means an audit undertaken by the University for the purpose of ensuring the Courses eligible for Transfer Credit offered by the College as part of the ICM Stage II Program are equivalent to the corresponding courses offered by the University in terms of assignments, examinations and services.
- (l) **“FTE”** means fulltime student equivalent calculated on a term basis.
- (m) **“Facilities”** means the administrative and teaching facilities made available to the College under clause 6.1(d) in accordance with the terms and conditions set out in the Sixth Schedule.

(n) "**Fees**" means the fees, charges and royalties paid by the College to the University pursuant to clause 4.1(r) of this Agreement.

(o) "**ICM Programs**" means the UTP and any other program(s) that the University and the College approve in writing as ICM Programs for the purposes of this Agreement. For the avoidance of doubt, the University, through its approval process, has sole discretion as to whether to approve any additional ICM Programs.

(p) "**Intellectual Property**" shall mean all intellectual property rights throughout the world for the full term of the rights concerned, whether or not registered and whether or not registrable, including without limitation copyright, database rights, patents, rights in inventions, know-how and technical information, design rights, design patents, registered designs, domain names, trademarks (including business and brand names, devices and logos) and the right to apply for any of the foregoing anywhere in the world.

(q) "**JSAB**" means the joint strategic advisory board established pursuant to clause 7.3.

(r) "**Mandatory Fees**" means the mandatory fees as outlined by the University and generally charged to all students with similar status at the University, including the Student Services Fee and Sport and Recreation Membership Fee.

(s) "**NVT**" means Navitas Limited ACN 109 613 309 (formerly IBT Education Limited) of Level 8 Brookfield Place, 125 St. Georges Terrace, Perth, Western Australia, a public company registered under the Corporations Act 2001 in Australia and listed on the Australian Securities Exchange.

(t) "**Parties**" means the parties to this Agreement and Party means any one of them.

(u) "**Students**" means students of the College who are enrolled in an ICM Program.

(v) "**Tax**" means a tax, levy, duty, charge, deduction or withholding, however it is described, that is imposed by law or by an agency of the government of Canada or Manitoba, together with any related interest, penalty, fine or other charge.

(w) "**Term**" means an academic term of approximately 13 weeks. Each academic year shall comprise three (3) Terms.

(x) "**Transfer Credit**" means the credit granted by the University towards a degree, diploma or certificate for the successful completion of UTP Stage II Courses, and any other Courses approved in writing by the University as eligible for such credit from time to time, offered by the College in accordance with the terms and conditions of this Agreement for those Courses for which there is an equivalent University course that earns credit.

(y) **“University ESL Programs”** means English as a second language programs conducted by the University, which as at the date of this Agreement are the Intensive Academic English Program and the Intensive English Program.

(z) **“University Program”** is a predetermined collection of courses the completion of which leads to the awarding of a degree by the University (which for the avoidance of doubt does not include the ICM Programs).

(aa) **“University Policies and Regulations”** means all or any of the by-laws, policies, procedures and regulations (including academic and quality assurance procedures) approved by the University from time to time and which relate directly or indirectly to the ICM Programs.

(bb) **“UTP”** means the University Transfer Program which prepares College Students to transfer into specified undergraduate University Programs, of which there are two (2) streams, the UTP Stage I and UTP Stage II, with the corresponding admission criteria as set out in the Second Schedule.

## 1.2 Interpretation

In this Agreement:

- (a) headings are for convenience only and do not affect interpretation unless the context indicates a contrary intention;
- (b) a reference to any Party includes that Party's administrators, successors, substitutes and assigns, including any person taking by way of novation;
- (c) a reference to this Agreement or to any other agreement, deed or document includes, respectively, this Agreement or that other agreement, deed or document as amended, novated, supplemented, varied or replaced from time to time;
- (d) words importing the singular include the plural (and vice versa), words denoting a given gender include all other genders, and words denoting individuals include corporations (and vice versa);
- (e) a reference to a clause or schedule is a reference, respectively, to a clause or schedule of this Agreement;
- (f) references to currency are references to Canadian currency unless otherwise specifically provided;
- (g) reference to any legislation or to any section or provision thereof includes any statutory modification or re-enactment or any statutory provision substituted

for it, and ordinances, by-laws, regulations, and other statutory instruments issued thereunder; and

- (h) the Schedules form part of this Agreement and shall have effect as if set out in full in the body of this Agreement and any reference to this Agreement includes the Schedules.

This Agreement is not to be interpreted against the interests of a Party merely because that Party proposed this Agreement or some provision in it or because that Party relies on a provision of this Agreement to protect itself.

## **2. AGREEMENT TERM**

2.1 This Agreement shall commence on the date of this Agreement and, subject to the provisions of this Agreement in relation to termination, shall expire on the 31<sup>st</sup> December, 2028.

2.2 Without affecting the Agreement Term specified in clause 2.1 and the provisions of this Agreement in relation to termination, the Parties agree with each other that:

- (a) upon expiration of the Agreement Term the Agreement shall be at an end; but
- (b) no later than fifteen (15) months prior to the expiration of the Agreement Term, the Parties will negotiate in good faith with a view to establishing the terms and conditions upon which there may be an extension or renewal of this Agreement for further ten (10)-year periods, or multiples thereof noting that the agreement of each Party to any such renewal or further extension is in the absolute discretion of that Party.

2.3 This Agreement replaces the Recognition and Educational Services Agreement between the Parties that had a commencement date of December 1, 2007.

## **3. CORE AGREEMENT**

3.1 In consideration of the University providing assistance, facilities and access to the undergraduate curriculum (including calendar descriptions and course outlines) to the College, and maintaining a close, co-operative and collaborative relationship with the College, as provided for in this Agreement, the College shall conduct the Courses in accordance with the terms and conditions of this Agreement and shall pay to the University the Fees.

## **4. OBLIGATIONS OF THE COLLEGE**

4.1 The College covenants and agrees with the University that it shall:

- (a) **(Academic Freedom)** remain committed to the principles of academic freedom and ensure that should any difficulties arise in relation to these principles they will be dealt with in a fair manner. The College shall entitle its

instructors to freedom in carrying out teaching duties, including but not limited to examining, questioning and engaging in debate on issues related to the subject being taught and freedom from institutional censorship, subject to College policies and regulations on responsibilities of academic staff to students and in accordance with the course description;

- (b) **(Duration of ICM Programs)** ensure that the program of study for the UTP Stage II can be completed in a minimum of two (2) Terms of full-time study, and that other ICM Programs will be of a duration agreed by the Parties from time-to-time;
- (c) **(Entry criteria)** ensure that entry criteria for admission to the UTP shall be in accordance with the requirements specified in the Second Schedule;
- (d) **(Additional English study)** ensure that Students have access to and, in the case of Students required by the provisions for entry criteria specified in the Second Schedule, actually enroll and satisfactorily complete a supplementary, non-credit support program of English in addition to any other Courses required for the purposes of an ICM Program;
- (e) **(Additional Mathematics study)** ensure that Students have access to supplementary, non-credit support program of mathematics in addition to any other Courses required for the purposes of an ICM Program. In the case of students required by the provisions for entry criteria specified in the Second Schedule, the College shall ensure that such students actually enroll in and satisfactorily complete said program;
- (f) **(Contact Hours)** ensure that each Course prescribed as part of an ICM Program shall have no fewer hours of class contact per week than the equivalent course in a University Program;
- (g) **(Prerequisites and Prior Learning)** ensure that no students shall be permitted to study a Course for which they have not met the University's normal prerequisite, or from which they would normally be precluded on the basis of course challenge;
- (h) **(Staffing)** engage a sufficient number of instructional staff to properly conduct the ICM Programs and, further, shall ensure that all such staff shall meet the minimum requirements for appointment in a similar capacity at the University;
- (i) **(Responsibility of staff)** be entirely responsible for the engagement and termination of all employees (including but not limited to members of instructional staff) of the College;
- (j) **(Evaluation)** ensure that Students are evaluated in the Courses eligible for Transfer Credit in a manner and requiring a level of achievement that is consistent with that required by the University in its equivalent courses;

- (k) **(Students)** ensure that:
  - (i) Students are informed by the College that: they are students of the College but they are not students of the University; the University shall make services and facilities available to Students solely as provided in the Fifth Schedule; and any such use and/or access shall be in accordance with the University Policies and Regulations, any breaches of which shall be dealt with by the College or the University, at the University's absolute discretion; and
  - (ii) it does all things and take all such steps as may be reasonably required by the University from time to time to ensure that the position referred to in sub paragraph (i) is clearly understood by students of the College;
- (l) **(Student appeals)** provide a fair grade appeal process to its Students. The College further covenants with the University that advice to Students of the College in relation to grade appeals shall include specific reference to the fact that an appeal pursuant to the provisions of this clause is not an appeal within the meaning of the appeal processes defined in the University's rules for admission and academic progress of its students;
- (m) **(Tuition fees)** charge to Students enrolled in the Courses tuition fees, which for the UTP Stage II Courses shall remain comparable to those charged by the University to fee-paying international students in corresponding courses of Bachelor level University Programs;
- (n) **(Mandatory Fees)** collect all applicable Mandatory Fees from Students enrolled in the ICM Programs each Term on behalf of the University and remit those Mandatory Fees to the University in full;
- (o) **(Ancillary Courses)** in addition to the obligations of the College pursuant to clauses 4.1(d) and (e), use its best endeavours to procure and offer to Students Ancillary Courses;
- (p) **(No other programs)** not offer any programs other than ICM Programs on the Campus or at any other place or in any other way so as to give rise to an express or implied affiliation or association between the College and the University without the prior approval in writing of the University, which approval may be either granted, granted on condition or withheld in the absolute discretion of the University. For the avoidance of doubt, this clause does not restrict the College from supporting Students applying at other institutions contemplated by clause 7.2(b);
- (q) **(Administration)** (subject to the provisions of this Agreement) be entirely responsible for the administration of the ICM Programs including but not limited to:

- (i) the maintenance of Students' records;
  - (ii) lectures, tutorials, laboratory classes, examinations and the like;
  - (iii) collection of Student tuition, Mandatory Fees and other fees;
  - (iv) engagement, remuneration and termination of employees;
  - (v) the provision of administrative equipment, examination invigilation and the handling of examinations;
  - (vi) provision of student advice and counselling;
- (r) **(Fees)** pay to the University the Fees specified in the Third Schedule as consideration for the provision of assistance and the other covenants given by the University to the College pursuant to the terms of this Agreement;
- (s) **(Accounts and audits)** within four (4) months after the end of each financial year during the Agreement Term:
- (i) ensure an audit of the revenues and Fees of the College is carried out using a registered company auditor within Manitoba; and
  - (ii) if requested by the University, provide to the University, on a confidential basis, a certified copy of this audit report of the College;
- (t) **(Advertising)** be solely responsible for the preparation of advertising and promotional material for the ICM Programs provided that where any such material refers expressly or by inference to the University (including, but not limited to, the use of the name, logo or crest of the University, or any adaption thereof), such material and a request for approval to use the logo as required, shall be submitted to the Office of the Provost for approval prior to publication or distribution in every case and the Office of the Provost may grant, grant on condition or withhold approval in that person's absolute and unfettered discretion;
- (u) **(Advice on action)** advise the Office of the Provost immediately should any action be taken or be brought to the attention of the College, that action is proposed to be taken, or any event occurs which could reasonably give rise to any action under the laws of Canada or Manitoba, regardless of the reason for any such action and including (but not limited to) financial matters, additional audits, corporate registration of the College or viability reviews;
- (v) **(Provision of documentation)** provide to the Provost and Vice President (Academic) as and when reasonably required to do so (and in any event on a

confidential basis) all documentation as may be requested by the University from time to time which has been prepared to address sub-paragraph (u);

- (w) **(Facilities)** comply with the terms and conditions of use of Facilities set out in the Sixth Schedule;
- (x) **(Monitoring)** permit representatives of the University to attend upon any Course at any time for the purpose of monitoring content and quality of instruction;
- (y) **(Responsibility for Conduct)** be entirely responsible for the conduct of all persons who enter upon the Campus at the invitation of the College including, without limitation, the College's faculty, employees and Students;
- (z) **(Information)** upon the request of the University, provide the University with a complete list of all faculty and staff who are engaged by the College to perform services for the College upon the Campus;
- (aa) **(Compliance with Laws)** in the exercise of its rights and the performance of its obligations hereunder at all times, at its sole cost and expense, comply with the applicable laws including without limitation, all applicable requirements of all government authorities, including federal, provincial, municipal legislative enactments, bylaws, police, fire, sanitary regulations and other regulations now and hereafter in force, including without limitation *The International Education Act* and with the policies, procedures, rules and regulations of the University in force from time to time, including without limitation the Respectful Workplace and Learning Environment Policy. The College will provide the University with evidence of its compliance with all laws and requirements as and when requested by the University;
- (bb) **(Health Insurance)** require that Students of the College have comprehensive health insurance coverage;
- (cc) **(Claims)** promptly inform the University of any claims, or potential claims, of any nature which have, will, or may involve a claim against the University; and
- (dd) **(Exclusive Services)** where the University has entered into an agreement with an exclusive distributor or service provider for the Campus, be bound to use that exclusive distributor or service provider.

## 5. INDEMNITY AND INSURANCE

### 5.1 Indemnity.



## 5.2 College's Insurance

- a) The College shall throughout the Agreement Term and any renewals thereof (and at any other time during which the College is in possession of the Facilities), at its sole cost and expense, take out and keep in full force and effect and in the names of the College and the University, as their respective interests may appear, the following insurance:
  - i) all risks replacement cost insurance against all perils normally covered in an "all risks" policy in an amount equal to the full replacement cost of all property of the College in or upon the Facilities;
  - ii) Comprehensive General Liability Insurance including personal injury liability, contractual liability, employers' liability, and owner's and contractors' protective insurance coverage with respect to the Facilities and the College's use thereof, coverage to include the activities and operations conducted by the College and any other person on the Facilities. Such policies shall: (1) be written on a comprehensive basis with inclusive limits of not less than [REDACTED] dollars for bodily injury to any one or more persons or property damage and such higher limits as the University, acting reasonably, requires from time to time; and (2) contain a severability of interests clause and a cross-liability clause;
  - iii) Colleges' fire insurance for the replacement cost of the contents of the Facilities including loss of use thereof;
  - iv) any other form of insurance as the College or the University, acting reasonably, requires from time to time in form, in amounts and for insurance risks against which a prudent person in the College's position would insure;

- b) All policies referred to herein shall contain a waiver of any subrogation rights that the College's insurers may have against the University and against those for whom the University is in law responsible.
- c) All policies:
  - i) shall be taken out with reputable insurers licenced to do business in Manitoba, although in respect of the Comprehensive General Liability Insurance referred to in clause 5.2(a)(ii), Navitas shall place that insurance with a reputable insurer licensed to do business in Manitoba in respect of at least the initial US\$1 million of coverage and the balance of the required coverage with Chubb Insurance Company of Australia Limited or any other insurance company with a Best's Rating of not less than A;
  - ii) shall be in a form satisfactory from time to time to the University acting reasonably;
  - iii) shall apply only as primary and not as excess to any other insurance available to the University; and
  - iv) shall not be invalidated as respects the interests of the University and declarations or conditions contained in the policies. All policies shall contain an undertaking by the insurers to notify the University in writing not less than thirty (30) days prior to any cancellation thereof for any reason other than non-payment of premium. The College undertakes to the University to pay premiums on such policies when due and to notify the University in writing not less than thirty (30) days prior to any material change in such policies.
- d) The College agrees that:
  - i) promptly upon request by the University, a certificate of currency of each such insurance policy will be delivered to the University; and
  - ii) no review or approval of any insurance certificate by the University shall derogate from or diminish the University's rights or the College's obligations concerned in this Agreement including, without limitation, those concerned in this clause 5.
- e) The College agrees that if the College fails to take out or keep in force any such insurance referred to in this clause 5.2, and should the College not commence to diligently rectify the situation within forty-eight (48) hours after written notice from the University to the College, the University has the right without assuming any obligation in connection therewith to effect such insurance at the sole cost of the College and all outlays by the University shall be paid by the College to the University within fifteen (15) days without

prejudice to any other rights and remedies of the University under this Agreement.

- f) The College agrees that in the event of damage or destruction to the leasehold improvements in the Facilities covered by insurance required to be taken out by the College pursuant to clause 5.2(a)(i), the College shall use the proceeds of such insurance for the purpose of repairing or restoring such leasehold improvements.

**5.3 Increase in Insurance Premiums.** The College shall not keep, use, sell or offer for sale in or upon the Facilities any article which may be prohibited by any fire insurance policy in force from time to time covering the Facilities. If:

- a) the occupancy of the Facilities;
- b) the conduct of business in the Facilities; or
- c) any acts or omissions of the College in the Facilities or any part thereof;

causes or results in any increase in premiums for the insurance carried from time to time by the University with respect to the Facilities or other University property, the College shall pay any such increase in premiums as Additional Rent within five (5) days after invoices for such additional premiums are rendered by the University.

**5.4 Cancellation of Insurance.** If any University insurance policy or any part thereof shall be cancelled or shall be threatened by the insurer to be cancelled or the coverage thereunder reduced in any way by the insurer by reason of the non-compliance of the College with the terms of this Agreement or the College's negligence or willful misconduct in respect of its use and occupation of the Facilities or any part thereof, or by anyone permitted by the College to be upon the Facilities, and if the College fails to remedy the condition giving rise to cancellation, threatened cancellation or reduction of coverage within forty-eight (48) hours after notice thereof by the University, the University may, at its option, either:

- a) re-enter and take possession of the Facilities forthwith by leaving upon the Facilities a notice in writing of its intention so to do and thereupon the University shall have the same rights and remedies as are contained in clause 7.9; or
- b) enter upon the Facilities and remedy the condition giving rise to such cancellation, threatened cancellation or reduction, including the removal of any offending article and the College shall pay the cost thereof to the University within five (5) days after demand and such cost may be collected by the University and the University shall not be liable for any damage or injury caused to any property of the College or of others located on the Facilities as a result of any such entry.

- 5.5 **Loss or Damage.** The University shall not be liable for any injury or death to person or loss or damage to property suffered by the College or anyone whom the College is responsible at law, occurring in or about the Facilities from whatever cause such injury, death, loss or damage may arise, unless the injury, death, loss or damage is caused by the willful or negligent act or omission of the University, or of anyone whom the University is responsible at law.

5.6

## 6. OBLIGATIONS OF THE UNIVERSITY

- 6.1 The University covenants and agrees with the College that, subject to the College complying with its obligations under this Agreement, and in consideration of the payment by the College to the University of the Fees, the University shall:
- (a) **(Provision of faculty liaison)** ensure that for each Department that has a transfer arrangement with the College there is a course coordinator as outlined in the Fourth Schedule at the cost of the University;
  - (b) **(Provision of liaison)** ensure that a designated liaison is appointed during the Agreement Term, who shall be an appropriately qualified and senior employee of the University and shall assist the University in fulfilling its obligations under this Agreement as a liaison between the College and the University;
  - (c) **(Counselling)** provide to the College, not less than once during each Term, a student recruitment officer or admissions officer who shall be available to advise Students enrolled in the ICM Programs or prospective Students of the College on the programs of study made available by the University from time to time including, without limitation, the undergraduate University Programs and the applicability of Transfer Credit;
  - (d) **(Provision of administrative and teaching facilities and equipment)** provide to the College sufficient administrative and teaching facilities and equipment (other than consumable items and staff) as outlined in the Sixth Schedule to enable the College to fulfill its obligations under this Agreement in accordance with the terms and conditions set out in the Sixth Schedule;
  - (e) **(Licence)** grant a non-exclusive, non-transferable, royalty free licence to the College to promote UTP Stage II Courses, and any other Courses agreed in writing by the University from time to time, as eligible for Transfer Credit to University Programs subject to the limitations, terms and conditions outlined in section 7.2 and the First Schedule;

In connection with the promotion and marketing of the ICM Programs:

- (i) the College shall make clear, in all dealings with Students and prospective Students, that it is acting as a licensee and an independent contractor, but not as agent of the University; and
- (ii) provide the University with copies of updates to its marketing information such information having been previously agreed to by the University;
- (f) **(exclusivity)** not, during the Agreement Term, manage, conduct or deliver the ICM Programs or any programs substantially similar to them targeted at international students except as contemplated by this Agreement or contract or agree with or otherwise authorize or allow any other person or entity other than the College to do so; and
- (g) **(academic tracking)** support the evaluation of Students once they are enrolled in their University Program by conducting any “academic tracking studies” conducted by the University in respect of its students generally from time to time. The University shall provide the results of any such studies deemed relevant to the ICM Program to the Academic Advisory Committee.

## 7. MUTUAL COVENANTS

The Parties agree with each other as follows:

### 7.1 Equivalency Audits

- (a) The University, through its Chairs, shall provide Equivalency Audit services to the College for course assignments and examinations. An Equivalency Audit may include a review of the distribution of grades in relation to an individual assignment or examination, or a review of a representative sample of student assignments or examinations.
- (b) The College will adjust grades following an Equivalency Audit if required by the University.

### 7.2 Progression of Students and Transfer Credit

- (a) Students that successfully complete the UTP Stage II as per the First Schedule may apply to the University for admission at the appropriate level into Bachelor’s Degree University Programs.

(b)



- [REDACTED]
- (c) Subject to clause 7.2(b), Students who have completed the UTP Stage II will be eligible, [REDACTED], to be awarded Transfer Credit in the appropriate Bachelor's Degree University Program as per the First Schedule.
  - (d) Students who have completed UTP Stage II and been granted admission into a Bachelor's Degree University Program will be eligible to transfer a maximum of 60 credit hours towards a Bachelor's Degree University Program.
  - (e) [REDACTED]  
The University and the College shall issue a joint Letter of Offer to Students of the College which offers entry into the relevant ICM Program and confirms Students will be eligible to apply to a University Program after completing the requisite number of credit hours in the ICM Program provided they meet any specified pre-requisites and admission eligibility requirements as set out in the joint Letter of Offer. The Parties shall honour their respective commitments set out in the joint Letter of Offer accepted by each Student.

### 7.3 **Joint Strategic Advisory Board**

- (a) The Parties shall create the Joint Strategic Advisory Board (“**JSAB**”) which shall comprise:
  - (i) four members nominated by the University, being:
    1. the Provost and Vice-President (Academic);
    2. the Vice-President (Administration);
    3. the Vice-Provost (Integrated Planning and Academic Programs); and
    4. the Vice-Provost (Students); and
  - (ii) four College representatives, being:
    1. the President of Navitas North America;
    2. the Director and Principal;
    3. the Senior Academic Manager; and
    4. the Marketing Director,or their respective nominees.
- (b) The JSAB shall be co-chaired by a representative nominated from each of the Parties.

- (c) The role of the JSAB shall be to provide strategic oversight and advice to the Parties on issues relevant to this Agreement, including:
  - (i) reviewing the Parties' adherence to and performance of the terms and conditions of this Agreement;
  - (ii) providing advice and identifying appropriate opportunities for each Party to support the University and College;
  - (iii) reviewing the competitive international environment and addressing emerging opportunities and threats; and
  - (iv) any other matters as mutually agreed to by the co-chairs.
- (d) The JSAB shall meet not less than once per year. Additional meetings of the JSAB may be requested by either Co-Chair on an as-needed basis.

#### 7.4 Academic Advisory Committee

- (a) The Parties shall create the Academic Advisory Committee which shall comprise:
  - (i) A Chair, nominated by the University, which as at the date of this Agreement is the Vice-Provost (Integrated Planning & Academic Programs);
  - (ii) four (4) members nominated by the University (exclusive of the Chair); and
  - (iii) four (4) members nominated by the College which as at the date of this Agreement are:
    - (A) the College Director;
    - (B) the Navitas Executive General Manager North America;
    - (C) the College's Senior Academic Manager; and
    - (D) the College's Marketing Director.
- (b) The Academic Advisory Committee shall be responsible for providing advice to the College and the University regarding the UTP and provide recommendations to the Parties regarding maximum student levels in the ICM Program. It will also decide on:
  - (i) the manner in which reports are referred back to each of the University and the College;
  - (ii) the frequency with which it meets, and
  - (iii) establishing its terms of reference which shall include provision for regular consultation with Students.

## 7.5 **Integration with University ESL Programs**

The Parties will each work collaboratively to:

- (a) facilitate referral and enrollment of prospective Students who do not meet the English language proficiency entry criteria of the ICM Programs into the University ESL Programs on a packaged basis under a joint Letter of Offer with the relevant ICM Program;
- (b) facilitate the seamless transition of Students who successfully complete the University ESL Programs to the relevant ICM Program; and
- (c) enable Students in the University ESL Program to participate where appropriate in social activities and other support programs provided by the College to Students in the ICM Programs.

## 7.6 **Marketing**

The College and the University may, at their discretion, collaborate to develop a comprehensive joint marketing strategy and tactics, which may include:

- (a) the provision of student recruitment and marketing services through the College's global international student recruitment network, consisting of NVT's regional office network, source country officers and network of professional recruiters and education counsellors to recruit students for the ICM and University Programs;
- (b) direct marketing to prospective students by the College and the University through partnerships, school events, seminars, workshops and webinars;
- (c) participation of the College and the University in various fairs and recruitment events;
- (d) various e-marketing platforms including social media; and
- (e) the College maintaining a website which is fed traffic from the NVT website.

In the event that one Party provides marketing support to the other Party following agreement in that regard being reached between the Parties and where it has been agreed between the Parties that costs are incurred in the provision of that marketing support then the Party for whom the marketing support has been provided will be liable to pay the pre-approved costs incurred, which shall be paid within sixty (60) days of the date of receipt of an invoice in that regard.

## 7.7 Relationship

- (a) Nothing in this Agreement constitutes the relationship of partnership or employer and employee or principal and agent and no such relationship may be construed or implied from the terms and conditions of this Agreement.
- (b) Except as may be permitted by this Agreement, the College shall not hold itself as having any relationship with the University other than as provided in this Agreement and any holding out by the College in that regard shall cease immediately upon the expiration or earlier determination of this Agreement.
- (c) No employee of the College is an employee of the University or entitled to receive from the University any benefits whatsoever. The College agrees that its employees are not entitled the rights and benefits afforded to the University's employees, including, but not limited to, participation in any of the University's group insurance or pension plans, vacation pay, overtime pay, termination pay or severance pay.
- (d) The University will not pay for or maintain any employee benefits including, but not limited to, workers compensation, Canada Pension Plan, employment insurance and other similar levies or to make any withholdings or remittances for income tax in respect of any amounts payable by the University to the College or by the College to any person employed by it pursuant to this Agreement or otherwise. The College is solely responsible for making all such contributions, premium payments and income tax remittances in accordance with any applicable statutory requirements. The College acknowledges that the University will rely on the College's covenants in determining its obligations under the *Income Tax Act* (Canada) and Regulations.

## 7.8 Responsibility for Taxes

- (a) Each Party is solely responsible for Taxes imposed on it under the laws of Canada or Manitoba, the laws of Australia and the laws of any other jurisdiction; and
- (b) The University shall be responsible for any real property Taxes and assessments imposed with regard to space on the Campus used by the College.
- (c) With respect to GST payable pursuant to the *Excise Tax Act* (Canada):
  - (i) the College represents and warrants that it is not legally required to pay GST with respect to the payment of Fees (as defined in the Agreement) by the College to the University;
  - (ii) in reliance on the College's representation and warranty in clause 7.8(c)(i) above, the University shall not collect GST from the College

with respect to the payment of Fees (as defined in this Agreement) by the College to the University;

- (iii) the College shall indemnify and save harmless the University from and against any and all GST, penalties, interest or other amount for which the University may become liable because the University has not collected GST from the College;
- (iv) the College is registered under the Excise Tax Act (Canada) for GST and its registration is 812105146. The registration is in good standing and has not been varied or rescinded; and
- (v) the College agrees that the representations, warranties and indemnifications contained in this clause 7.8(c) shall survive the expiry or termination of this Agreement.

**7.9 Termination**

- (a) Without affecting any other provision of this Agreement, either Party (the “Terminating Party”) may immediately terminate this Agreement by written notice to the other upon the happening of any one or more of the following events:

(i)

(ii)

(iii)

(iv)



(v)

(vi)

(vii)

(viii)

(ix)

(x)

- (b) Termination of this Agreement for any reason shall not extinguish, prejudice or affect any antecedent rights that may have accrued to a Party prior to the date of termination.
- (c) Upon termination or expiration of the Agreement, the College shall surrender the Facilities to the University. Unless otherwise agreed to by the parties in this Agreement, the College shall remove any and all temporary structures, goods, chattels, improvements or fixtures completed by the College or its contractors to the Facilities, all at the College's sole expense. The College's obligation to observe and perform this covenant, and to pay any repair costs required under clause 4.4 of the Sixth Schedule, shall survive the expiration of the Term or earlier termination of this Agreement.
- (d) The Parties agree that notwithstanding the termination of this Agreement under clause 7.9, the Parties will cooperate to ensure that any Student who has

already enrolled in an ICM Program at the time that notice of termination is given (by either Party) shall be given the opportunity to complete his or her ICM Program within the prescribed period at the cost and expense of the College to the extent that this is practicable and reasonable.

#### 7.10 **Intellectual Property Rights**

- (a) The ownership of Intellectual Property in any University approved course materials for Courses eligible for Transfer Credit, and any other works, projects, manuals, reports, other like documentation and original works produced or created by the University or its employees or contractors in the performance of its obligations under this Agreement shall vest in the University and/or its employees and/or contractors in accordance with University policy, collective agreements or contracts. The University grants the College the right to utilise the Intellectual Property owned solely by the University (if any) for the purposes of this Agreement. Where the University co-owns any such Intellectual Property, the University agrees (on its part) that the College may use that Intellectual Property for the purposes of this Agreement provided that the other owner(s) of that Intellectual Property have also agreed to that use.
- (b) The ownership of Intellectual Property in any course materials, work projects, manuals, reports, other like documentation and original works of authorship produced or created by the College (without material contribution from the University or its employee or contractors) in the performance of its obligations under this Agreement shall vest in the College. For the avoidance of doubt, the grant of approval by the University of any Course or course material under this Agreement shall not of itself constitute the University having materially contributed to the Course material.
- (c) The ownership of Intellectual Property in any course materials, work projects, manuals, reports, other like documentation and original works of authorship produced or created jointly by the College and the University in the performance of their obligation under this Agreement shall vest jointly in the College and University and/or its employees and/or contractor in accordance with the applicable University policy, collective agreement or contract.

#### 7.11 **Confidentiality**

- (a) As a private sector business organization, the College is not subject to *The Freedom of Information and Protection of Privacy Act* (Manitoba). However, the College will act as and consider itself to be an “educational body” under this legislation. The College will obtain the consent and authorization of Students to share personal information as may be required by this Agreement. As a private sector organization, the College acknowledges it is bound by the Personal Information and Electronic Documents Act (PIPEDA).

- (b) The Parties recognize and acknowledge that the University is a public body under *The Freedom of Information and Protection of Privacy Act* (“FIPPA”) and as such records in the custody and control of the University may be subject to access requests from third parties pursuant and subject to the provisions of FIPPA.
- (c) The University and the College may make available to the other certain confidential information, including documents related to the commercial, financial and labour interests of the Parties (“Confidential Information”). Each of the University and College shall maintain in confidence the Confidential Information disclosed by either and received from the other.
- (d) The obligation of confidentiality in this clause 7.11 shall not apply to information which:
  - (i) is already known to the Party to which it is disclosed, as evidenced by written records;
  - (ii) is now or shall enter the public domain other than by a breach of confidentiality obligations to the disclosing Party;
  - (iii) is lawfully obtained from third parties; or
  - (iv) either Party can demonstrate was developed by it independently of the information received from the disclosing Party.
- (e) Notwithstanding any other provision in this Agreement, disclosure of Confidential Information shall not be precluded if such disclosure is required by law or the listing rules of a stock exchange or in response to a valid order of any governmental agency, court or other quasi-judicial or regulatory body of competent jurisdiction, provided however, that the responding Party shall, to the extent and as promptly as is reasonably possible, give notice to the other Party of the requirement so that the other Party may contest the requirement to provide such Confidential Information.

## **8. GENERAL**

### **8.1 Governing law**

This Agreement is governed by and is to be construed according to the laws of the Province of Manitoba and the Parties submit unconditionally to the non-exclusive jurisdiction of the courts of that Province and courts with jurisdiction to hear appeals from them.

## 8.2 Severability

Any provision of this Agreement that is illegal, void or unenforceable is only ineffective to the extent of that illegality, voidness or unenforceability, without invalidating the remaining provisions.

## 8.3 Amendments

This Agreement may not be modified, amended or otherwise varied except by a document in writing signed by or on behalf of each of the Parties. During the course of this Agreement there may be matters or events that may affect the relationships between the Parties. In the event of such circumstances arising the Parties agree to convene and seek agreement with regard to a course of action, including but not limited to an amendment to the Agreement.

## 8.4 Representations and reliance

Each Party acknowledges and represents to the other Party that:

- (a) it has full legal power and capacity, and has obtained all internal approvals that are necessary or desirable to authorise it to enter into and perform its obligations under this Agreement and to carry out the transactions contemplated by this Agreement;
- (b) its obligations under this Agreement are valid and binding and enforceable against it in accordance with their terms;
- (c) it has relied on its own inquiries and due diligence and the nature and extent of the relationship contemplated by this Agreement; and
- (d) it has not entered into this Agreement in reliance on or as a result of any representation, promise, statement, conduct or inducement other than what is contained in this Agreement.

## 8.5 Mediation and Arbitration

If a dispute arises between the Parties in connection with this Agreement, the Parties agree to use the following procedure as a condition precedent to either Party pursuing other available remedies:

- (a) either Party may notify the other by written notice of the existence of a dispute and a desire to resolve the dispute by mediation;
- (b) a meeting will be held promptly between the Parties, attended by appropriate personnel and by individuals with decision-making authority regarding the dispute, to attempt in good faith to negotiate a resolution of the dispute;

- (c) if, within fourteen (14) days after such meeting or such further period as is agreeable to the Parties (the “Negotiation Period”), the Parties have not succeeded in negotiating a resolution of the dispute, they agree to submit the dispute to mediation and to bear equally the costs of mediation;
- (d) the Parties will jointly appoint a mutually acceptable mediator, within fourteen (14) days of the conclusion of the Negotiation Period; and
- (e) the Parties agree to participate in good faith in the mediation and negotiations related thereto for a period of thirty (30) days following appointment of the mediator or for such longer period as the Parties may agree. If the Parties are not successful in resolving the dispute through mediation or if the mediation has not commenced within fourteen (14) days following the appointment of the mediator or if the Parties cannot agree upon the mediator appointment, then the Parties agree that the dispute will be settled by a single arbitrator in accordance with the Rules of the ADR Institute of Canada, Inc., on the basis that the arbitrator is to be instructed to take all reasonable measures to ensure that the dispute is arbitrated and settled in as expeditious a manner as possible. The Seat of Arbitration will be the province of Manitoba, and the language of the arbitration will be English.

#### **8.6 Force majeure**

Neither Party shall be liable to the other or be deemed to be in breach of this Agreement for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of nature or of a public enemy, acts of terrorism, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, or public utility or common carrier. Dates or times of performance shall be extended to the extent of delays excused by this clause, provided that the Party whose performance is affected notifies the other promptly of the existence and nature of such delay.

#### **8.7 Waiver**

No waiver or indulgence by any Party to this Agreement is binding on the Parties unless it is in writing. No waiver of one breach of any term or condition of this Agreement will operate as a waiver of another breach of the same or any other term or condition of this Agreement.

#### **8.8 Approvals**

Subject to any law to the contrary, whether doing or execution of any act, matter or thing is dependent on the consent or approval of a Party, that consent or approval may be given or withheld in the absolute discretion of that Party unless this Agreement otherwise expressly provides.

#### **8.9 Further Acts**

The Parties will promptly do and perform all further acts and execute or deliver all further documents required by law or reasonably requested by any other Party to establish, maintain and protect the respective rights and remedies of the other Party and to carry out and give effect to the intent and purpose of this Agreement.

#### **8.10 Assignment**

Neither Party may assign any of its rights and obligations under this Agreement without the prior written consent of the other Party.

#### **8.11 Expenses**

Each Party will bear its own costs in relation to the preparation; execution and performance of this Agreement and its stamping (if required).

#### **8.12 Counterparts**

This Agreement may be executed in any number of counterparts (whether in original or a copy transmitted by fax or electronic means), all of which together constitute one and the same document.

#### **8.13 Notices**

Any notice, payment, or any and all of the material that either Party may be required or may desire to give or deliver to the other will be conclusively deemed validly given or delivered to and received by the addressee, if delivered personally on the date of such personal delivery or, if mailed, on the third business day after the mailing of the same in Manitoba by prepaid post addressed to the addresses set forth on the first page of this Agreement. Either Party may, from time to time, advise the other by notice in writing of any change of address of the Party giving such notice and from and after the giving of such notice the address therein specified will be conclusively deemed to be the address of the Party giving such notice.

#### **8.14 No Partnership or Agency**

The University does not in any way or for any purpose become a partner of the College in the conduct of its business, or otherwise, or a joint venturer or a member of a joint enterprise with the College, nor is the relationship of principal and agent created.

#### **8.15 No Registration**

The College shall not, at any time before or during the Term or any renewal thereof cause any document (whether in the form of a caveat or otherwise) to be registered against title to the University lands giving notice of any agreement to occupy and use the Facilities or this Agreement.

8.16 **Survival**

Clauses 5.1 (Indemnity) and 7.8 (Responsibility for Taxes) will remain in effect and will bind the Parties and their legal representatives, successors and permitted assigns until the applicable statutory limitation period from the date of termination or expiry of this Agreement has expired.

Signed for and on behalf of  
**The University of Manitoba**  
in the presence of

\_\_\_\_\_

(Signature of Witness)

\_\_\_\_\_

Signature of Vice-President  
(Administration)

Signed for and on behalf of  
**International College of Manitoba Limited**  
trading as **International College**  
**of Manitoba**  
in the presence of

\_\_\_\_\_

(Signature of Witness)

\_\_\_\_\_

(Signature of CEO)

## **FIRST SCHEDULE**

### **Rules for the ICM Programs**

1. ICM Programs shall be structured into units designed to facilitate student progression to one or more University Programs.
2. The names of the ICM Programs shall be determined by the College after consultation with the University and be as approved by the University. At the time of the signing of this Agreement the names of the ICM Programs are:
  - (a) University Transfer Program or UTP Stage II (UTP Stage II) for University approved undergraduate ICM Programs; and
  - (b) University Transfer Program or UTP Stage I (UTP Stage I) for the pre-university (Grade 12 equivalent) ICM Programs.
3. The UTP Stage II shall generally comprise Courses of study (30 credit hours) from a schedule of courses provided by the University, and may include required and elective courses. These Courses may be changed from time to time, with the approval of the University, to better prepare Students for the transition to the University Programs.
4. The rules for the operation of the ICM Programs and Courses shall be consistent with those of the University with respect to prerequisites, co-requisites, progression, preclusions and exemptions. The College shall maintain a liaison with the relevant University staff in order to monitor changes to the University's practices. Whenever possible, the University shall endeavour to advise the College of actual or impending changes to its academic rules that might have an impact on the operation of the ICM Programs or units comprised within them at least 12 months prior to those changes taking effect.
5. Eligibility for admission to the University shall be granted to all applicants who have successfully completed the UTP Stage II with a minimum 30 credit hours and a minimum comprehensive Grade Point Average ("GPA") of 2.0, with Transfer Credit into appropriate University Programs provided that Students meet any specified pre-requisites and admission eligibility requirements as specified by the University in the applicable Letter of Offer. Students who have successfully completed the UTP Stage II may be admitted to University Programs, including competitive entry programs, on the same basis as students who have completed equivalent subjects with the University or other post-secondary institutions. In cases where the number of eligible applicants exceeds the available spaces, applicants will require higher averages than stipulated to be successful in the admissions competition.
6. Students who are ineligible for admission to their desired University Program after completing 30 credit hours of UTP Stage II Courses may be permitted to continue their studies at the College to a maximum of 60 credit hours.

## SECOND SCHEDULE

### Admission Criteria

1. The College shall be solely responsible for the recruitment of students to the ICM Programs and, as specified in this Schedule, shall ensure that students admitted satisfy the admission criteria specified in this Schedule, or as agreed from time to time. The College shall use reasonable endeavours to manage its recruitment of students to the ICM Programs so that the number of Students in those programs at any one time does not exceed the approximate maximum student level determined by the Provost & Vice-President (Academic) upon recommendation from the Academic Advisory Committee on an annual basis (which initially shall be approximately 1,300 Students in the ICM Programs at any one time). It is acknowledged that it is not possible to absolutely control the number of Students in the ICM Programs at any one time due to variables outside the control of the College such as variable offer acceptance rates, students applying to take breaks or defer their studies or needing to repeat courses.
2. The Parties acknowledge that any agreed changes to the admission criteria for ICM Programs will take effect no earlier than 12 months after such changes are agreed in order to provide sufficient notice to the Parties for the updating of marketing information. The University also acknowledges and agrees that, for the ICM Programs to be successful, there must be a difference between the admission criteria for the UTP Stage II ICM Programs and the admission criteria for direct entry into the first year of Bachelor's Degree University Programs. The University shall normally give the College at least 12 months' notice prior to any change to its admission criteria for its equivalent University Programs taking effect. Notwithstanding this clause 2, earlier changes may be made to admission criteria where required as a result of changes to applicable laws or regulations.
3. Students shall be admitted by the College to:
  - (a) the UTP Stage II ICM Programs only where students have completed study at the secondary level equivalent to Grade 12 with an acceptable University entrance average or an equivalent Canadian or international level, or have successfully completed the UTP Stage I ICM Program; and
  - (b) the UTP Stage I ICM Programs only where students require additional academic preparation prior to entering the UTP Stage II.
4. All Students admitted to the UTP Stage II shall, where the University specifies a Mathematics prerequisite:
  - (a) display mathematics competency as evidenced by a grade of at least 60% in mathematics at Grade 12 level or its equivalent; or
  - (b) be enrolled in a supplementary, non-credit mathematics Ancillary Course concurrently with enrolment in the UTP Stage II.

5. All Students admitted to the UTP shall:
- (a) display English competency as evidenced by:
    - (i) a grade of at least 70% in English at Grade 12 level or its equivalent; or
    - (ii) a minimum level of IELTS 5.5 for international students or the TOEFL iBT, Pearson Versant Navitas English Test, EIKEN Japan, GCE ‘O’ Levels or HKDSE level specified in the table below;
- or**
- (b) have completed GCE “O” levels, or a year of study in high school for which the instruction was in English or an undergraduate degree for which the instruction was in English;
- or**
- (c) if the student achieves a minimum level of IELTS 5.0 or equivalent, be enrolled in a UTP with Academic English Study (“AES”) delivered by the College.
6. For clarity, the below table sets out the English competency entry criteria for the UTP and direct entry to a Bachelor’s Degree at the University (which, in relation to the Bachelor’s Degree requirements is subject to any changes as determined by the University from time to time).

	<b><u>UTP Stages I or II with AES</u></b>	<b><u>UTP Stage I or Stage II</u></b>	<b><u>Direct entry to Bachelor’s Degree</u></b>
<b><u>English Language Requirements</u></b>	<u>IELTS: 5.0 with no band lower than 4.5</u>  <u>TOEFL iBT: 60</u>  <u>Pearson Versant Navitas English Test: 46</u>  <u>EIKEN Japan: 2A</u>  <u>GCE ‘O’ Levels: D</u>  <u>HKDSE: English</u>	<u>IELTS: 5.5 with no band lower than 5.0</u>  <u>TOEFL iBT: 69</u>  <u>Pearson Versant Navitas English Test: 50</u>  <u>EIKEN Japan: Pre-1</u>  <u>GCE ‘O’ Levels: C</u>  <u>HKDSE: English Level 3</u>	<u>IELTS: 6.5</u>  <u>TOEFL iBT: 86 with no less than 20 on each component</u>  <u>In addition to the IELTS and TOEFL tests, students may satisfy the University’s English language proficiency requirement in other ways as outlined on the University’s website</u> <u><a href="http://www.umanitoba">http://www.umanitoba</a></u>

	<u>Level 2</u>  <u>SPM English (1119): C6</u>  <u>International Baccalaureate: Standard 4 or Higher 3</u>	<u>SPM English (1119): C4</u>  <u>International Baccalaureate: Standard 5 or Higher 4</u>	<a href="http://ca/student/admissions/international/english/">ca/student/admissions/international/english/</a>
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7. The College and the University shall review the criteria specified in this Schedule in consultation with each other on not less than an annual basis during the Agreement Term.

## **THIRD SCHEDULE**

### **Fees**

1. The College shall pay to the University the following Fees:



## **FOURTH SCHEDULE**

### **Schedule of Requirements for Course Co-ordination**

1. These arrangements are made to support the University's obligations under the Agreement and apply to Departments with transfer arrangements with the College. The University shall communicate the requirements of this Fourth Schedule to all relevant Departments.
2. The Dean will be responsible for appointing a course coordinator for Courses eligible for Transfer Credit offered in the ICM Programs, and generally assisting the University to meet its objectives for the ICM Programs. Note that nothing in this Schedule takes away the authority of the Dean to direct and supervise staff of the Department.
3. For each offering of a Course eligible for Transfer Credit, a course coordinator will be appointed at least 4 weeks before the commencement of the College's Term to be responsible for:
  - (a) ensuring the instructor(s) engaged by the College to deliver the Course meet(s) the qualifications established by the University for equivalent positions (4 weeks before the start of the College's Term);
  - (b) reviewing and approving the course outline including the proposed assessment components prepared by the College (2 weeks prior to the start of the College's Term);
  - (c) provision of occasional advice to the College instructor responsible for the Course (approximately 6 hours during the College's Term);
  - (d) reviewing and approving the examination paper and marking scheme prepared by the University or the College instructor, at the discretion of the University, to ensure it is representative of the University of Manitoba's academic standards, can be completed within the allocated time, that the questions are fair and free of ambiguity and error and the solutions are sufficiently explicit to provide effective guidance to markers (by week 10 of the College's Term);
  - (e) ensuring equivalency of assessment standards (assessing 2 or 3 good, average and poor assignments or examinations in each case);
  - (f) liaison with the College instructor to effect any necessary adjustment of grades to be awarded; and
  - (g) when required, arranging for remarking of examination scripts.

The College shall be required to comply with the review requirements, and decisions, of the course coordinator in relation to the matters outlined in this Schedule.

## **FIFTH SCHEDULE**

### **Access to University Services**

1. Students of the College shall have reasonable access to such services provided by the University as are normally available to students of the University at a per Term fee similar to that paid by students of the University. For greater certainty, this shall not include services provided to University students by third parties such as the University of Manitoba Students' Union.
2. Students of the College will produce a student identification card when requesting services.

## SIXTH SCHEDULE

### Facilities

#### ARTICLE 1

##### 1. USE OF FACILITIES

- 1.1 Use of Facilities. The University shall provide the College with use of the Facilities in consideration of the covenants and agreements and subject to the terms and conditions contained herein.
- 1.2 Use of the Common Areas. The use and occupation by the College of the Facilities includes, for the purposes of carrying on its business, the non-exclusive license to the College, the College's employees and Students in common with the University, its other tenants and all others entitled or permitted, to the non-exclusive use of the common areas in the Campus, subject to Article 2 of this Sixth Schedule; the covenants, terms and conditions of this Agreement; and such reasonable rules, policies and procedures for the use thereof and access thereto as prescribed from time to time by the University.
- 1.3 Relocation. Upon giving reasonable prior notice to and consultation with the College, the University has the right to repurpose any of the Facilities, subject to providing the College with alternate facilities with similar or better space, function and quality to the Facilities on the University campus and as previously made available to the College. The University shall use reasonable endeavours to ensure that, where practicable, any relocation of the Facilities shall take place at a time mutually convenient to both the University and the College and, where possible, during Term breaks.
- 1.4 Utilities.
  - a) In no event is the University to be liable for, nor does the University have any obligation with respect to any interruption or cessation of, or failure in the supply of, any such utilities, services or systems in, to or servicing the Facilities whether or not supplied by the University or others.
  - b) The College shall not install any equipment which will exceed or overload the capacity of any utility, electrical or mechanical facilities in the Facilities or install any utility, electrical or mechanical facility or service which the University does not approve. The College agrees that if any equipment installed by the College requires additional utility, electrical or mechanical facilities, the University may, in its sole discretion, if they are available, elect to install them at the College's expense and in accordance with plans and specifications to be approved in advance in writing by the University.
  - c) The College will be charged for services typically charged to units of the University, such as telephone and postage.

## ARTICLE 2

### 2. COMMON AREAS AND LANDS – CONTROL, SERVICES AND USE

#### 2.1 Control of the Common Areas and Lands by the University.

- a) The University has the right, in its control, management and operation of its common areas and lands and by the establishment of rules and regulations and general policies by the University from time to time with respect to the operation of its common areas and lands or any part thereof at all times throughout the Term to:
- i) police and supervise its common areas;
  - ii) close all or any portion of its common areas and/or lands to such extent as the University may deem necessary, for any reasonable purpose whatsoever;
  - iii) obstruct or close off all or any part of its common areas and/or lands for the purpose of maintenance or repair;
  - iv) make and modify such reasonable rules, regulations and policies as may be advisable (which shall be binding upon the College) pertaining to, or necessary for, the operation and maintenance of its common areas and/or lands;
  - v) designate the areas and entrances and the times in, through and which loading and unloading of goods, merchandise and supplies shall be done by the College, provided that such designation is reasonable;
  - vi) designate and specify the kind of container to be used by the College for garbage and refuse and the manner and times and places at which same shall be placed for collection;
  - vii) from time to time change the area, level, location, arrangement and use of its common areas; and
  - viii) alter, remove or add other structures or facilities in its common areas.
- b) Notwithstanding anything contained in this Agreement, it is understood and agreed that if as a result of the reasonable exercise by the University of its rights set out in clause 1.3 and/or this clause 2.1 of this Schedule, the College's use of the Facilities are diminished or altered in any manner whatsoever, the University is not subject to any liability nor is the College entitled to any compensation nor shall any alteration or diminution be deemed to be a breach of any covenant in this Agreement. However the University shall make such alternate arrangements as are necessary in order to ensure that

it continues to comply with its obligation under clause 6.1(d) of this Agreement.

### **ARTICLE 3**

#### **3. USE OF THE FACILITIES**

- 3.1 Use of the Facilities. The Facilities shall be used solely for the purpose or purposes of the performance of this Agreement and the administration and conduct of the ICM Programs and for no other purposes provided that in any event such purposes comply with the terms, covenants and conditions of this Agreement; all applicable laws, by-laws, regulations or other governmental ordinances from time to time in existence; and such reasonable rules, policies and procedures of the University.

### **ARTICLE 4**

#### **4. MAINTENANCE, REPAIRS AND ALTERATIONS**

- 4.1 Nuisance. College shall not place, leave or permit or suffer to be placed, left in or upon the Facilities or common areas any debris, garbage or refuse, except as deposited in areas designated by the University.
- 4.2 General Repairs and Maintenance. The University shall be responsible for ensuring the Facilities are repaired and maintained to the same standard as other facilities on the Campus.
- 4.3 University's Approval of College's Repairs. The College shall not make any repairs, alterations, replacements, decorations or improvements or architectural, mechanical or electrical revisions to any part of the Facilities without first obtaining, the University's written approval, such approval not to be unreasonably withheld. The College shall submit to the University:
- a) details of the proposed work including drawing and specifications prepared by qualified architects or engineers and conforming to good engineering practice;
  - b) such indemnification against liens, costs, damages and expenses as the University reasonably requires; and
  - c) evidence satisfactory to the University that the College has obtained, at its expense, all necessary consents, permits, licenses and inspections from all governmental and regulatory authorities having jurisdiction. All such repairs, replacements, alterations, decorations or improvements by the College to the Facilities approved of by the University under this clause 4.3 shall be performed:
    - i) at the sole cost of the College;

- ii) in a good and workmanlike manner, consistent with the Facilities;
- iii) in accordance with the drawings and specifications approved by the University; and
- iv) subject to the reasonable regulations, controls and inspection of the University.

Any such repair, replacement, alteration, decoration or improvement made by the College without the prior written approval of the University or which is not made in accordance with the drawings and specifications approved by the University shall, if requested by the University, be promptly removed by the College at the College's expense and the Facilities returned to their previous condition. Failing such removal the University shall be entitled to remove same forthwith without notice at the College's sole cost and expense which shall be recoverable by the University.

In addition to the foregoing, if any such repair, replacement, alteration, decoration or improvements will in any way affect the University campus or its operations, the University will assign a designate from its physical plant to supervise any such repairs, replacements, alterations, decorations or improvements. The College shall report to such supervisor regularly, answer any questions of the supervisor and allow the supervisor regular access to the Facilities to inspect.

- 4.4 Repair Where the College is at Fault. If the Facilities or any part thereof, or any equipment, machinery, facilities, systems or improvements contained therein or made thereto, or to the roof or the outside walls of the Facilities or any other structural portions thereof require repair or replacement or become damaged or destroyed through the negligence, carelessness or misuse of the College, its Students or those for whom the College is in law responsible, the cost of the resulting repairs, replacements or alterations shall be paid by the College within five (5) days after presentation of an account of such expenses incurred by the University.
- 4.5 College Not To Overload Floors. The College shall not bring into the Facilities or any part thereof, any machinery, equipment, article or thing that by reason of its weight, size or use, might in the opinion of the University damage the Facilities and shall not at any time overload the floors of the Facilities. If any damage is caused to the Facilities by any machinery, equipment, object or thing or by overloading, or by any act, neglect, or misuse on the part of the College, or any of its servants, agents, or employees, or any person having business with the College, the College will forthwith repair such damage, or at the option of the University, pay the University within five (5) days after demand as the cost of repairing such damage.
- 4.6 College to Discharge all Liens. The College shall at all times during any period of use, possession or occupancy prior to the Commencement Date and throughout the Term any renewal thereof promptly pay all of its contractors, material men, suppliers and workmen and all charges incurred by or on behalf of the College for any work, materials or services which may be done, supplied, or performed at any time in respect of the Facilities and the College shall do any and all things necessary so as to ensure

that no builders' or other lien is registered against the Facilities or the Lands or any part thereof or against the University's interest in the Facilities or the Lands or against the College's interest in the Facilities as a result of any work, materials, or services incurred on behalf of the College, and if any such lien is made, filed or registered, the College shall discharge it or cause it to be discharged forthwith at the College's expense.

If the College fails to discharge or cause any such lien to be discharged as aforesaid, then, in addition to any other right or remedy of the University the University may, but it shall not be obligated to, discharge the same by paying the amount claimed to be due, and any additional amounts as may be required at law or otherwise, into Court or directly to any such lien claimant and the amount so paid by the University and all costs and expenses including reasonable legal fees (on a solicitor and own client basis) incurred as a result of the registration of any such lien, including without limitation, for the discharge of such lien shall be immediately due and payable by the College to the University within five (5) days after demand.

- 4.7 Signage. The University and the College recognize and value the need for appropriate signage. Such signage by the College will be at a location approved by the University. All signage shall be consistent with the University's architecture and design, and will require prior written approval by the University and shall be in accordance with the relevant by-laws of the City of Winnipeg and The University of Manitoba.

## **ARTICLE 5**

### **5. DAMAGE AND DESTRUCTION**

#### **5.1 Damage or Destruction of the Facilities.**

- a) If the Facilities are at any time destroyed or damaged (including, without limitation, smoke and water damage) as a result of fire, the elements, accident or other casualty required to be insured against by the University and not caused by the College, and if as a result of such occurrence the Facilities are rendered untenable in whole or part, this Agreement shall continue in full force and effect and the University shall, subject to Section 5.1(b) and (c) of this Sixth Schedule, commence diligently to reconstruct, rebuild or repair the Facilities;
- b) Notwithstanding anything contained in Section 5.1(a) of this Sixth Schedule, if the Facilities are damaged or destroyed by any cause whatsoever, and if, in the opinion of the University acting reasonably, the Facilities cannot be rebuilt or made fit for the purposes of the College within one hundred eighty (180) days of the happening of the damage or destruction, the University, instead of rebuilding or making the Facilities fit for the College in accordance with Section 5.1(a) of this Sixth Schedule may, at its option, elect to relocate the College to alternative space with reasonably similar or better space, function and quality to the Facilities;

- c) Nothing in this Section 5.1 requires the University to rebuild the Facilities in the condition and state that existed before any such occurrence provided that the Facilities, as re-built, will have reasonably similar or better space, facilities services and quality to those in the Facilities prior to the damage or destruction having regard, however, to the age of the Facilities at such time.

**ARTICLE 6**

6. ASSIGNMENT

- 6.1 Assignment and Subletting. The College will not assign this Agreement in whole or in part, nor sublet all or any part of the Facilities, nor mortgage or encumber the Facilities or any part thereof, nor suffer or permit the occupation of or part with or share possession of all or any part of the Facilities by any third party (all of the foregoing being hereinafter collectively referred to as a “Transfer”) without the prior written consent of the University, which may be withheld at the University’s discretion.
- 6.2 Corporate Ownership. If the College is a corporation, any change in ownership or control of such corporation shall and is hereby deemed to be a Transfer.
- 6.3 Assignment by the University. In the event of the sale, Agreement or other disposition by the University of the Facilities and the Lands or any part thereof, or the assignment by the University of this Agreement or any interest of the University hereunder, and to the extent that the purchaser or assignee thereof assumes the covenants and obligations of the University hereunder, the University shall, thereupon and without further agreement, be freed and relieved of all liability with respect to such covenants and obligations.

**ARTICLE 7**

7. 

7.1 

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