

Senate
Senate Chamber
Room E3-262 Engineering Building
WEDNESDAY, January 3, 2018
1:30 p.m.

A G E N D A

I MATTERS TO BE CONSIDERED IN CLOSED SESSION - none

II ELECTION OF SENATE REPRESENTATIVE

1. To the Senate Executive Committee Page 3

III MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

1. Proposed Academic Schedule, 2018 - 2019 Page 4
2. Report of the Executive Committee of Graduate Studies Page 20
on Course and Curriculum Changes RE: Department
of Biosystems Engineering [November 21, 2017]

IV MATTERS FORWARDED FOR INFORMATION

1. Report of the Senate Committee on Awards – Part A Page 21
[November 14, 2017]
2. Notification of Establishment of Program and Policy Page 29
Evaluation Research Group
3. Items Approved by the Board of Governors Page 34
[November 21, 2017]

V REPORT OF THE PRESIDENT

VI 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.

VII CONSIDERATION OF THE MINUTES OF THE MEETING OF DECEMBER 6, 2017

VIII BUSINESS ARISING FROM THE MINUTES - none

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

1. **Report of the Senate Executive Committee** Page 35

Comments of the Senate Executive Committee will accompany the report on which they are made.

2. **Report of the Senate Planning and Priorities Committee**

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

**X REPORTS OF OTHER COMMITTEES OF SENATE,
FACULTY AND SCHOOL COUNCILS**

1. **Report of the Senate Committee on Awards – Part B** Page 37
 [November 14, 2017]

2. **Graduate Course Changes Beyond Nine Credit Hours**
 RE: Department of Civil Engineering

- a) **Report of the Executive Committee of the Faculty of** Page 40
 Graduate Studies on Course and Curriculum Changes

- b) **Report of the Senate Planning and Priorities Committee** Page 43

3. **Report of the Faculty Council of Graduate Studies on Program** Page 44
 and Curriculum Changes RE: Ph.D. in Applied Health Sciences

4. **Report of the Senate Committee on Nominations** Page 47

XI ADDITIONAL BUSINESS

1. **Proposal for a Master of Human Rights, Faculty of Law** Page 53

- a) **Report of the Senate Planning and Priorities Committee** Page 181

- b) **Report of the Executive Committee of the Faculty of** Page 184
 Graduate Studies on Program and Curriculum Changes

XII ADJOURNMENT

Please call regrets to 204-474-6892 or send to shannon.coyston@umanitoba.ca.

Election of a Senate Representative to the Senate Executive Committee

1. Subsection 34(1) of *The University of Manitoba Act* provides that:

The senate has general charge of all matters of an academic character; and, without restricting the generality of the foregoing, the senate shall ...

- (y) elect an executive committee, which shall include
 - (i) the president, who shall be chairman of the committee;
 - (ii) the member of the senate designated by the president to be vice-chairman of the committee;
 - (iii) three members of senate from among the vice-presidents of the university, the deans of faculties and directors of schools;
 - (iv) a member of the board who has been appointed to be a member of the senate;
 - (v) a member elected by the students to be a member of senate;
 - (vi) eight other members of the senate from those elected under section 27 [i.e., elected by faculty/school councils];

2. One Senator is to be elected from among members of Senate elected by faculty/school councils for the remainder of a term ending May 31, 2018 to replace Professor Mary Brabston, who will be retiring from the University as of December 31, 2017.

(a) eligible for election are members of Senate elected by faculty/school councils;

(b) presently serving:

Prof. Brenda Austin-Smith	Arts	2018
Prof. Mary Brabston	Management	2018
Prof. Peter Blunden	Science	2018
Prof. Derek Oliver	Engineering	2018
Prof. John Anderson	Science	2019
Prof. Annette Schultz	Health Sciences	2019
Prof. Tina Chen	Arts	2020
Prof. Mark Gabbert	Arts	2020

3. Procedures:

(a) Nominations for the position shall be received from the floor.

(b) Senators shall vote for no more than one candidate on the ballot provided.

(c) The candidate receiving the largest number of votes shall be elected.

(d) In the event of a tie, the question shall be resolved by another ballot involving those candidates who have tied.

MEMO

REGISTRAR'S OFFICE

Room 400 University Centre

PH: 474-9425



UNIVERSITY
OF MANITOBA

Date: November 29, 2017

Memo To: Senate

From: Neil Marnoch, Registrar

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

Re: Proposed Academic Schedule for 2018-2019

The attached proposed 2018-2019 Academic Schedule has been updated based on recommendations approved by Senate at its meeting on November 1, 2017, changes in days and/or dates to conform to the 2018 and 2019 calendars and University Closure dates, along with revised information received from academic units. The proposed schedule has been reviewed by all Faculties, Colleges and Schools. Please note the following:

1. Labour Day in 2018 is September 3; therefore, New Student Orientation will take place on Tuesday, September 4 (see Section 1.2.1). Fall Term classes in most faculties, colleges and schools will begin on Wednesday, September 5 and end on Friday, December 7 (see Section 1.2.2).
2. There are two statutory holidays in the 2018 Fall Term: Thanksgiving Day, Monday, October 8 and Remembrance Day (Holiday Observed), Monday, November 12 (see Section 1.1.1).
3. The Fall Term Break, for most students, is Tuesday, November 13 to Friday, November 16.
4. There are 62 days available for instruction in Fall Term.
5. The 2018 December Examination Period will be from Monday, December 10 through Friday, December 21 (see Section 1.2.6).
6. The university will re-open after the Winter Holiday on Thursday, January 3, 2019. Winter Term classes for most faculties, colleges and schools will commence on Monday, January 7, 2019, and end on Tuesday, April 9. (see Section 1.2.2).
7. There are two statutory holidays in the 2017 Winter Term: Louis Riel Day on Monday, February 18 and Good Friday on April 19 (during the Examination Period).
8. Winter Term Break in 2018 is Tuesday, February 20 to Friday, February 23 (see Section 1.2.5).
9. There are 62 days available for instruction in Winter Term.
10. The 2019 April Examination period will be from Thursday, April 11 through Friday, April 26 (see Section 1.2.6).
11. The deadline for Voluntary Withdrawal is the 48th teaching day of the term for single term courses. In 2018-2019 these dates are Monday, November 19 for Fall Term courses and

Wednesday, March 20 for Winter Term courses (see Section 1.2.3).

Note: Faculties, colleges and schools offering courses with irregular schedules and withdrawal dates must ensure these are well publicized to students.

12. The Voluntary Withdrawal deadline for term spanning courses was determined as per the *Voluntary Withdrawal Policy* approved by Senate in June 2016. The Voluntary Withdrawal deadline for Fall/Winter spanned classes is Friday, January 18, and Wednesday, May 8 for Winter/Summer spanned distance and online courses (see Section 1.2.3).

13. Convocation ceremonies (see Section 1.2.9) will be held as follows:

▪ Fall Convocation (Fort Garry Campus)	October 16 - 18, 2018
▪ Fall Convocation (Bannatyne Campus)	October 26, 2018
▪ Agriculture Diploma Convocation	May 3, 2019
▪ Spring Convocation (Bannatyne Campus)	May 23, 2019
▪ Spring Convocation (Fort Garry Campus)	June 3 - 7, 2019
▪ Université de Saint-Boniface Convocation	June 10, 2019

Note, additional days have been included for Spring Convocation (Fort Garry Campus) to allow for additional ceremonies if necessary.

In addition to Convocation ceremonies, the Annual Traditional Graduation Pow Wow in honour of Aboriginal students will be held on Saturday, May 4, 2019.

14. Dates on the attached schedule presented as information include: Fee Payment deadlines determined by Financial Services (see Section 1.2.4) and deadlines to apply for graduation (Section 1.2.9).
15. Dates for the 2019 Summer Term have not been determined. As per Recommendation 8 of the Academic Schedule Review Committee November 1, 2017 Senate), a committee will be convened to review practices related to the offering of courses in the summer months. Dates will be determined as a result of this review.

Encl.

**2018-2019 Academic Schedule**

Admission application deadlines are found online at umanitoba.ca/student/admissions. Additional important date information for Faculty of Graduate Studies students is available at umanitoba.ca/faculties/graduate_studies/deadlines.

Faculties, schools, colleges and/or programs may have other important dates and deadlines that are not included in the Academic Schedule.

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Section 1: Dates for Fall/Winter Session

This section contains information for Fall and Winter Terms, including distance and online courses. See section 3 for Summer Term information, including information for distance and online courses offered over Summer Term.

1.1 Dates applicable to all U of M students:

1.1.1 University Closure

When the University is closed no classes/examinations will be held.

Canada Day (Holiday Observed)	July 2, 2018
Terry Fox Day (Civic Holiday)	August 6, 2018
Labour Day	September 3, 2018
Thanksgiving Day	October 8, 2018
Remembrance Day	November 12, 2018
Winter Holiday	December 22, 2018 to January 2, 2019
Louis Riel Day	February 18, 2019
Good Friday	April 19, 2019
Victoria Day	May 20, 2019
Canada Day	July 1, 2019
Terry Fox Day (Civic Holiday)	August 5, 2019

1.2 Dates applicable to most U of M students:

Some additional or differing date information is included in separate sections for: **Agriculture Diploma, Art (School of), Business Administration (MBA), Dental Hygiene, Dentistry (includes IDDP), Education (B.Ed. only), Medicine (excludes Family Social Sciences), Nursing, Occupational Therapy, Pharmacy, Physical Therapy, Respiratory Therapy, and Social Work.** Students in these programs should also see their respective section of the Academic Schedule.

1.2.1 Orientation

*Additional or differing dates exist for: **Agriculture Diploma, Art, MBA, IDDP (Dentistry), Education (B.Ed. only), Medicine, Nursing, Occupational Therapy, Physical Therapy, and Respiratory Therapy, and Social Work.** Students in these programs should also see their respective section of the Academic Schedule.*

New Student Orientation

Fall Term, Fort Garry Campus	September 4, 2018
Winter Term, Fort Garry Campus	January 4, 2019
Faculty of Arts, Faculty of Engineering, Faculty of Environment, Earth & Resources, Faculty of Law, Faculty of Science	September 4, 2018
Faculty of Architecture, Environmental Design Program	August 27, 2018
School of Business	varies, see School schedule
Faculty of Kinesiology & Recreation Management	July 6 & 9, 2018
Faculty of Music	TBA
Family Social Sciences, Health Sciences and Health Studies	
New student information session	September 4, 2018

1.2.2 Start and End Dates

Additional or differing dates exist for: **Agriculture Diploma, MBA, Dental Hygiene, Dentistry, Education, Medicine, Nursing, Occupational Therapy, Pharmacy, Physical Therapy, Respiratory Therapy, and Social Work.** Students in these programs should also see their respective section of the Academic Schedule.

Fall Term

No classes, examinations or tests will be held Dec. 8 to 9, 2018.

September 5 to December 7, 2018

Winter Term

No classes, examinations or tests will be held Apr. 19, 2019.

January 7 to April 9, 2019

Winter/Summer Term spanned distance and online courses

January 7 to July 4, 2019

1.2.3 Registration and Withdrawal Dates

Additional or differing dates exist for: **Agriculture Diploma and other faculties, colleges and/or schools offering irregularly scheduled courses.**

Agriculture Diploma students should also see their respective section of the Academic Schedule; all others should also refer to either the 'Irregular Refund and Voluntary Withdrawal Deadline' information posted on the Registrar's Office website (http://umanitoba.ca/registrar/fees/irregular_refund_vw_deadlines.html), or the Class Schedule.

Regular Registration Period

Fall Term and Fall/WinterTerm classes

Ends September 4, 2018

Winter Term classes and

Winter/Summer term spanned distance and online courses

Ends January 6, 2019

Limited Access Term Expiry Dates

Fall Term and Fall/WinterTerm classes

August 9, 2018

Winter Term classes and

Winter/Summer term spanned distance and online courses

December 3, 2018

Late Registration/Registration Revision Period

A financial penalty may be assessed for late registrations. Students may use this period of time to make changes to their selected courses or class schedule. *NEW – Last day to drop is 1 day prior to the end of the Registration Revision Period.

Fall Term and Fall/WinterTerm classes

September 5 to 19, 2018

Winter Term classes and

Winter/Summer term spanned distance and online courses

January 7 to 21, 2019

Last Date to Drop without Penalty

Last date to drop and have course excluded from transcripts; VWs will be recorded on transcripts for courses dropped after this date. **There will be no refunds for courses dropped after this date.** Additional or differing dates exist for **Agriculture Diploma**; students in this program should also see their respective section of the Academic Schedule.

Fall Term and Fall/WinterTerm classes

September 18, 2018

Winter Term classes and

Winter/Summer term spanned distance and online courses

January 18, 2019

Last Date to Register/Registration Revision Deadline

Fall Term and Fall/WinterTerm classes

September 19, 2018

Winter Term classes and

Winter/Summer term spanned distance and online courses

January 21, 2019

Voluntary Withdrawal (VW) deadline

Last date to withdraw and not receive a final grade; students cannot withdraw from courses after this date.

Fall Term classes	November 19, 2018
Fall/Winter Term spanned classes	January 18, 2019
Winter Term classes	March 20, 2019
Winter/Summer Term spanned distance and online courses	May 8, 2019

1.2.4 Fee Deadlines

Fee Payment Deadline

*A financial penalty will be assessed on accounts with an outstanding balance after this date. Additional or differing dates exist for **Agriculture Diploma** students; students in these programs should also see their respective section of the Academic Schedule.*

Fall Term	October 3, 2018 (subject to change)
Winter Term	February 5, 2019 (subject to change)

See Section 1.2.3 for the Last Day to Drop without Penalty

1.2.5 Term Breaks

*Academic and administrative offices will be open during this period; no classes/examinations will be held for students. Additional or differing dates exist for: **Agriculture Diploma, MBA, Dental Hygiene, Dentistry, Education (B.Ed. only), Medicine, Occupational Therapy, Pharmacy (Year 4), Physical Therapy, and Respiratory Therapy**. Students in these programs should also see their respective section of the Academic Schedule.*

Fall Term Break <i>The UofM will be closed Monday Nov. 12 for Remembrance Day (see 1.1.1).</i>	November 13 to 16, 2018
Winter Term Break <i>The UofM will be closed Monday Feb. 18 for Louis Riel day (see 1.1.1).</i>	February 19 to 22, 2019

1.2.6 Examination and Test Dates

*Students are reminded that they must remain available until all examination and test obligations have been fulfilled. Additional or differing dates exist for: **Agriculture Diploma, Dental Hygiene, Dentistry, Education, Medicine, and Pharmacy**. Students in these programs should also see their respective section of the Academic Schedule. **Students in faculties, colleges, schools or programs offering irregularly scheduled courses** should also see the exam timetable available through their program office.*

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)

No classes, examinations or tests will be held Dec. 8 or 9, 2018.

December 10 to 21, 2018

Winter Term (includes final exams for Fall/Winter Term classes)

No classes, examinations or tests will be held Apr. 19, 2019.

April 11 to 26, 2019

1.2.7 Challenge for Credit

This information is only for those academic units that extend supplemental examination privileges.

Challenge for Credit application deadline:

For classes offered Fall Term 2018	September 19, 2018
For classes offered Winter Term 2019	January 15, 2019

1.2.8 Final Grade Appeal Deadlines

For final grades received for Fall Term 2018 classes	January 23, 2019
For final grades received for Winter Term 2019 and Fall 2018/Winter 2019 classes	June 10, 2019

1.2.9 Graduation and University Convocation

Degrees, Diplomas and Certificates will be awarded at Convocation. Graduation date may differ from Convocation Ceremony date. Additional or differing dates exist for **Agriculture Diploma, Dental Hygiene, Dentistry, Medicine, Occupational Therapy, Pharmacy, Physical Therapy, and Respiratory Therapy**; students in these programs should also see their respective section of the Academic Schedule.

For students graduating Fall 2018:

Deadline to apply online to graduate <i>for most Undergraduate students</i>	August 1, 2018
Faculty of Graduate Studies Submission Deadline*	August 30, 2018
Convocation Ceremony (Fort Garry Campus)	October 16 to 18, 2018
Convocation Ceremony (Bannatyne Campus)	October 26, 2018

For students graduating February 2019:

Deadline to apply online to graduate <i>for most Undergraduate students</i>	September 19, 2018
Faculty of Graduate Studies Submission Deadline*	January 3, 2019
Graduation date for students graduating in February	February 6, 2019
Convocation Ceremony (Fort Garry Campus)	June 3 to June 7, 2019

For students graduating Spring 2019:

Deadline to apply online to graduate <i>for most Undergraduate students</i>	January 21, 2019
Faculty of Graduate Studies Submission Deadline*	April 2, 2019
Convocation Ceremony – Agriculture Diploma	May 3, 2019
Convocation Ceremony – Bannatyne Campus	May 23, 2019
Convocation Ceremony – Fort Garry Campus	June 3 to June 7, 2019
Convocation Ceremony – Université de Saint-Boniface	June 10, 2019

Graduate Studies Submission Deadline* for students graduating Fall 2019 August 29, 2019

Annual Traditional Graduation Pow Wow in honour of Indigenous graduates May 4, 2019

* Last date for receipt by Graduate Studies of Theses/Practica and reports on Theses/Practica, comprehensive examinations, and project reports from students, and lists of potential graduands from departments.

1.3 Dates applicable to Agriculture Diploma:

1.3.1 Orientation

September 19, 2018

1.3.2 Start and End Dates

Fall Term

September 20 to December 7, 2018

Winter Term

January 7 to March 29, 2019

1.3.3 Registration and Withdrawal Dates

Regular Registration Period

Fall Term and Fall/Winter Term classes

Ends September 19, 2018

Winter Term classes

Ends January 6, 2019

Late Registration/Registration Revision Period

A financial penalty may be assessed on late registrations. Students may use this period of time to make changes to their selected courses or class schedule.

Fall Term and Fall/Winter Term classes

September 20 to October 4, 2018

Winter Term classes

January 7 to January 21, 2019

Last Day to Drop without Penalty

Last date to drop and have class excluded from transcripts; VWs will be recorded on transcripts for classes dropped after this date.

Fall Term and Fall/Winter Term classes

October 3, 2018

Winter Term classes

January 18, 2019

Last Date to Register/Registration Revision Deadline

Fall Term and Fall/Winter Term classes

October 4, 2018

Winter Term classes

January 21, 2019

Voluntary (VW) Withdrawal deadline

Last date to withdraw and not receive a final grade; students cannot withdraw from classes after this date.

Fall Term classes

November 16, 2018

Winter Term and Fall/Winter Term classes

March 8, 2019

1.3.4 Fee Deadlines

Fee Payment Deadline

Administrative date, TBD

See section 1.3.3 for the Last Day to Drop without Penalty and Last Date to Register

1.3.5 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break

November 13, 2018

Winter Term Break

See section 1.2.5

1.3.6 Examination and Test Dates

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)

December 10 to 19, 2018

Winter Term (includes final exams for Fall/Winter Term classes)

April 1 to 10, 2019

1.3.7 School of Agriculture Convocation

May 3, 2019

1.4 Dates applicable to Art (School of):

1.4.1 Orientation

September 4, 2018

1.4.2 Field Trip

First Year Field Trip

TBA

1.5 Dates applicable to Business Administration (M.B.A.):

1.5.1 Orientation

Fall Term

TBA

Winter Term

TBA

1.5.2 Start and End Dates

Fall Term

August 20 to December 7, 2018

Winter Term

January 3 to April 30, 2019

Summer Term

May 1 to August 30, 2019

1.5.3 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break

n/a

Winter Term Break

See section 1.2.5

1.6 Dates applicable to Dental Hygiene:

1.6.1 Start and End Dates

Year 2

Fall Term Classes

August 20 to November 30, 2018

Winter Term Classes

January 7 to April 5, 2019

Year 3

Fall Term Classes

August 13 to November 30, 2018

Fall Term Clinics

TBA to December 7, 2018

Winter Term Classes

January 7 to April 5, 2019

Winter Term Clinics

January 7 to April 12, 2019

1.6.2 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break	n/a
Winter Term Break	February 25 to March 1, 2019

1.6.3 Examination and Test Dates

Year 2

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)	December 3 to 14, 2018
Winter Term	April 8 to 12, 2019

Year 3

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)	December 10 to 14, 2018
Winter Term	April 15 to 18, 2019

1.6.4 Convocation Ceremony – Bannatyne Campus

May 23, 2019

1.7 Dates applicable to Dentistry (including International Dentist Degree Program):

1.7.1 Start and End Dates

DENT 2440 IDDP Orientation	TBA
Years 1 and 2 Classes and Clinics	
Fall Term	August 13 to November 30, 2018
Winter Term	January 7 to May 3, 2019
Year 3/IDDP 1 Classes and Clinics	
Fall Term	August 7 to November 30 (classes) & December 7 (clinics), 2018
Winter Term	January 7 to May 3, 2019
Year 4/IDDP 2 Classes and Clinics	
Fall Term	August 7 to December 7, 2018 (classes & clinics)
Winter Term	January 7 to April 26, 2019

1.7.2 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break	n/a
Winter Term Break	February 25 to March 1, 2019

1.7.3 Examination and Test Dates

Years 1, 2 and 3/IDDP 1

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)	December 3 to 14, 2018
Winter Term	May 6 to 17, 2019

Year 4/IDDP 2

Fall Term (includes tests and midterm exams for Fall/Winter Term classes)	December 10 to 14, 2018
Winter Term	January 14-18, 2019

1.7.4 Convocation Ceremony – Bannatyne Campus

May 23, 2019

1.8 Dates applicable to Education (B.Ed.only):

Note: Unless registered in a B.Ed. course, PBDE students follow the dates listed in Section 1.2: Dates applicable to most U of M students.

1.8.1 Orientation

September 7, 2018

1.8.2 Start and End Dates

Note: Practicum dates may vary by practicum placement.

Fall Term

Practicum Block	September 4 to 6, 2018
Practicum Monday	September 10, 17, & 24; October 1, 15, & 29; November 5, 2018
Classes	September 11 to November 9, 2018
Practicum Block	November 19 to December 14, 2018

Winter Term

Program Days	January 7, 2019
Classes	January 8 to March 15, 2019
Practicum Mondays	January 14, 21, & 28; February 4, 11, & 25; March 4 & 11, 2019
Practicum Block	March 18 to 22; April 1 to 25, 2019

1.8.3 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break *Note: Dates may vary by practicum placement.*

see section 1.2.5

Winter Term Break

see section 1.2.5

Winter Practicum Break *Note: Dates may vary by school division and/or practicum placement.*

March 25 to 29, 2019

1.8.4 Examination and Test Dates

Fall Term (as required)

November 10, 2018

Winter Term (as required)

March 16, 2019

1.9 Dates applicable to Medicine (excludes Family Social Sciences):

Note: Family Social Sciences students follow the dates listed in Section 1.2: Dates applicable to most U of M students.

1.9.1 Orientation

Medicine Inaugural Exercises

August 22, 2018

1.9.2 Start and End Dates

Year 1

Fall Term August 21 to December 21, 2018

Winter Term January 7 to May 31, 2019

Year 2

Fall Term August 27 to December 21, 2018

Winter Term January 7 to May 31, 2019

Year 3

Fall Term August 27 to December 21, 2018

Winter Term January 7 to May 3, 2019

Summer Term June 1 to August 2, 2019

Year 4

Fall Term August 20 to December 21, 2018

Winter Term January 7 to May 3, 2019

B.Sc. (Med)

June 3 to August 23, 2019
(subject to change)

1.9.3 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Year 1 and 2

Fall Term Break n/a

Winter Term Break March 18 to 22, 2019

Year 3

Fall Term Break n/a

Winter Term Break n/a

Summer Term Break August 5 to 16, 2019

Year 4

Fall Term Break n/a

Winter Term Break n/a

1.9.4 Convocation – Bannatyne Campus

May 23, 2019

1.10 Dates applicable to Nursing:

1.10.1 Orientation

Year 2 Students admitted for Fall Term	September 4 to 5, 2018
Year 2 Students admitted for Winter Term	January 3 to 4, 2019

1.10.2 Start and End Dates

Year 2 Fall Term Classes	September 6 to December 7, 2018
Year 3 & 4 Fall Term Classes	see section 1.2.2
Winter Term Classes	see section 1.2.2
Nursing Practice	
Fall Term Nursing Practice 1 to 6	Dates vary, see class schedule
Winter Term Nursing Practice 1 to 6	Dates vary, see class schedule
Year 4 NURS 4580 Senior Practicum	
Winter Term	January 7 to March 29, 2019
Summer Term	May 6 to July 27, 2019

1.11 Dates applicable to Occupational Therapy:

1.11.1 Year 1 Orientation	August 23 & 24, 2018
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1.11.2 Start and End Dates

Year 1

Fall Term Classes	August 27 to November 16, 2018
Basic Fieldwork	November 19 to December 14, 2018
Winter Term Classes	January 7 to May 3, 2019
Intermediate Fieldwork 1	May 6 to June 28, 2019

Year 2

Fall Term Classes	August 27 to December 14, 2018
Intermediate Fieldwork 2	January 7 to March 1, 2019
Winter Term Classes	March 11 to June 21, 2019
Advanced Fieldwork	<i>flexible start and end dates between</i> June 24 to September 13, 2019

1.11.3 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break	n/a
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Winter Term Break	March 4 to 8, 2019
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**Note: Some students may need to complete fieldwork during the mid-term break depending on availability of fieldwork sites.*

1.11.4 Convocation – Bannatyne Campus	October 26, 2018
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1.12 Dates applicable to Pharmacy:

1.12.1 Orientation

Year 1 Orientation

September 4, 2018

1.12.2 Start and End Dates

Year 1

Fall Term Classes

see section 1.2.2

Winter Term Classes

see section 1.2.2

Year 2

Fall Term Classes

September 4 to December 7, 2018

Winter Term Classes

see section 1.2.2

SPEP 2

May 6 to 17, 2019

Year 3

Fall Term Classes

see section 1.2.2

Winter Term Classes

January 3 to March 27, 2019

SPEP 3

April 8 to May 3, 2019

Year 4

Fall Term Classes

September 4 to October 29, 2018

SPEP 4 – Block 1

November 5 to December 14, 2018

Electives – Block 1

November 5 to December 21, 2018

Winter Term Classes

n/a

SPEP 4 – Block 2

January 7 to February 15, 2019

Electives – Block 2

January 7 to February 22, 2019

SPEP 4 – Block 3

February 25 to April 5, 2019

Electives – Block 3

February 25 to April 12, 2019

1.12.3 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Year 1, 2 and 3

see section 1.2.5

Year 4

n/a

1.12.4 Examination and Test Dates

Year 1

see section 1.2.6

Year 2

Fall Term Exams

see section 1.2.6

Winter Term Exams

April 12 to 26, 2019

Year 3

Fall Term Exams

see section 1.2.6

Winter Term Exams

March 29 to April 5, 2019

Year 4

Fall Term Exams

October 31 to November 2, 2018

Winter Term Exams

n/a

1.12.4 Convocation – Bannatyne Campus

May 23, 2018

1.13 Dates applicable to Physical Therapy:**1.13.1 Orientation**

n/a

1.13.2 Start and End Dates**Fall Term**

MPT1 Classes

August 7 to December 21, 2018

MPT2 Classes

August 7 to October 12, 2018

MPT2 Fall Term Placement

1x5 week placement between
October 15 to December 21, 2018**Winter Term**

MPT1 & MPT2 Classes

January 3 to March 22, 2019

MPT1 & MPT2 Winter Term Placements

2x6 week placements between
April 1 to August 2, 2019**1.13.3 Term Breaks***The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.***Fall Term Break**

n/a

Winter Term Break

March 25 to 29, 2019

1.13.4 Convocation – Bannatyne Campus

October 26, 2018

1.14 Dates applicable to Respiratory Therapy:**1.14.1 Orientation****Year 1**

August 30 & 31, 2018

Year 3

August 16 & 17, 2018

1.14.2 Start and End Dates**Year 1**

Fall Term

September 4 to December 21, 2018

Winter Term

January 3 to May 24, 2019

Year 2

Fall Term

September 4 to December 21, 2018

Winter Term

January 3 to June 21, 2019

Year 3

Fall Term

August 20 to December 14, 2018

Winter Term

January 2 to April 26, 2019

1.14.3 Term Breaks

The academic and administrative offices will be open during this period, but there will be no classes/examinations held for students.

Fall Term Break	n/a
Winter Term Break	February 19 to 22, 2019

1.14.4 Convocation – Bannatyne Campus

October 26, 2018

1.15 Dates applicable to Social Work:

1.15.1 Orientation

Fort Garry, Inner City

Field Instruction Orientation

September 4, 2018

1.15.2 Start and End Dates

Field Instruction*

Fall Term

September 5 to December 14, 2018

Winter Term

January 7 to April 19, 2019

**Note: Some students may need to complete fieldwork during the fall and/or winter term breaks.*

Section 2: Dates for Summer Term

***Pending Review**

Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes

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. In October 2007, the Faculty of Graduate Studies approved a process of *Streamlining Course Introductions, Modifications, & Deletions*, which allows the Executive Committee to approve these changes in lieu of Faculty Council when the courses are not associated with a new program or program changes.
3. The Faculty of Graduate Studies Executive Committee voted via email November 21, 2017 to consider proposals from the Department of Biosystems Engineering.

Observations

1. **Department of Biosystems Engineering** proposes one (1) course modification BIOE 7180. Due to a recent error in the Calendar Description for BIOE 7180 Bioprocessing. The corresponding course in Microbiology is MBIO 7070, not MBIO 7180. The department is requesting this modification to correct this error.

Modification:

BIOE 7180 Bioprocessing

3

This course allows students with a background in either biological sciences or engineering to gain an understanding of biochemical engineering processes. Topics include production of biofuels, bioplastics, biopharmaceuticals, and processing technologies. This course is also offered in the Department of Microbiology as MBIO ~~7180~~ 7070. BIOE 7180 is not to be held with MBIO ~~7180~~ 7070.

NET CREDIT HOUR CHANGE

NO CHANGE

Recommendations

The Executive Committee recommends THAT: the course changes from the units listed below be approved by Senate:

Dept. of Biosystems Engineering

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Faculty of Graduate Studies Executive Committee

/ch

REPORT OF THE SENATE COMMITTEE ON AWARDS

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 revised offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter revised by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and revised 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 November 14, 2017, the Senate Committee on Awards approved 5 new offers, 7 revised offers, and the withdrawal of 1 award, as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A* (dated November 14, 2017).

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 5 new offers, 7 revised offers, and the withdrawal of 1 award as set out in Appendix A (dated November 14, 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 November 14, 2017

1. NEW OFFERS

Access to Agriculture Scholarship

A donation has been made to offer an annual award at the University of Manitoba valued at \$3,000 per year for a term of 3 years. The purpose of the award is to encourage and support incoming undergraduate students with an interest in pursuing a career in agriculture, but who have not had the opportunity to be raised within a farming family. In years when funding is available from the Manitoba Scholarship and Bursary Initiative, the scholarship will be valued at \$4,500. Beginning in the 2018 – 2019 and ending in the 2020 – 2021 academic year, one scholarship will be offered each year to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in their first year of study in the Faculty of Agricultural and Food Sciences or School of Agriculture in one of the following programs:
 - a. B.S.c (Agribusiness);
 - b. B.Sc. (Agriculture);
 - c. B.Sc. (Agroecology);
 - d. Diploma in Agriculture.
- (2) (i) as degree students, have achieved the required minimum entrance average based on those courses used for admission to the University of Manitoba or are being admitted via Advanced Entry with a minimum grade point average of 2.5;
(ii) as diploma students, have achieved the required minimum entrance average of 60% based on their grade 12 high school courses;
- (3) demonstrates interest in pursuing a career in any of the following areas: agribusiness and agricultural economics, animal science, entomology, plant science, or soil science;
- (4) is from a non-farming family background*.

The candidates will be required to submit a short letter (maximum 500 words) demonstrating how they meet criteria (3) and (4) above.

Preference will be given to students in the Diploma in Agriculture program.

The scholarship is renewable at the value initially offered for the next ensuing academic year up to a maximum of 2 years, or until the end of the award term listed above, provided that the recipient:

- (a) continues to be enrolled full-time (minimum 80% course load) in the Faculty of Agricultural and Food Sciences or School of Agriculture at the University of Manitoba;
- (b) has achieved a minimum degree grade point average of 2.5.

This award will only be offered to one student per academic year. If a student is not eligible for the renewal of this award a new student will be selected who meets criteria (1) through (4). If the scholarship is in a renewal state, the terms of the scholarship may be reviewed, and pending funding may continue until the current student's maximum renewal term of 2 years has been completed.

* For the purpose of this scholarship a "non-farming family" will be defined as a person whose immediate family is not actively engaged in either the management or day to day activities of earning income from the business to be considered in the business of farming, as defined by the Canada Revenue Agency (*Income Tax Folio - S4-F11-C1, Meaning of Farming and Farming Business*).

The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee.

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.

Community Health Sciences Prize – Population Health Engagement

The Department of Community Health Sciences, in the Max Rady College of Medicine, has established an award to recognize excellence in medical students' engagement and promotion of public and population health. The prize will be awarded to the graduating student who:

- (1) is enrolled full-time in the Max Rady College of Medicine at the University of Manitoba in their fourth year and who will be graduating within the academic year;
- (2) is in good academic standing;
- (3) has demonstrated a commitment to engagement and promotion of public and population health through their course work, student engagement, volunteer activities and/or career plans;

To support criterion (3) applicants may be nominated or may self-nominate by submitting a short letter (500 word maximum) to the Max Rady College of Medicine.

The Dean of the Max Rady College of Medicine (or designate) will ask the Head of the Department of Community Health Science (or designate) to name the selection committee.

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.

Phoenix Biological Sciences Graduate Fellowship

Following completion of the Duff Roblin Building restoration from fire damage (March 28, 2009), the Department of Biological Sciences established an endowment fund from the remainder of the insurance settlement. The purpose of the fund is to support meritorious graduate students who are conducting hypothesis-driven research under a supervisor who is a full-time faculty member in the Department of Biological Sciences. Each year, beginning in 2019-2020, 85% of the available annual income from the fund will be used to offer two fellowships to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies, in either the M.Sc. (thesis-based) program, or Ph.D. program, delivered by the Department of Biological Sciences;
- (2) have achieved:
 - (a) for an M.Sc. student: a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; or
 - (b) for a Ph.D. student: a minimum degree grade point average of 3.5 in their Master's degree program;
 - (c) for students who transfer to, or enter, a Ph.D. program, without completion of a Master's degree: a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study;

- (3) are conducting research in any area of biology as supervised by a faculty member who has a primary appointment in the Department of Biological Sciences;
- (4) have completed fewer than three years (M.Sc.), or five years (Ph.D.) in their graduate program.

Students will be required to submit the following:

- (i) an application form (advertised by the Department of Biological Sciences),
- (ii) a current curriculum vitae, including publications, presentations, education, previous employment, research experience, and awards,
- (iii) a current transcript (web transcript, if the student is from the University of Manitoba, otherwise a certified copy of an official transcript), and
- (iv) a letter of recommendation from their graduate supervisor.

Preference in selection is to offer an award to one Master's and one doctoral student each year.

Students may hold other scholarships, prizes, and fellowships, up to the value of a University of Manitoba Graduate Fellowship, in addition to this award.

The fellowship is not automatically renewable, but previous recipients may apply. The award may be held a maximum of two times during graduate studies.

The remaining 15% of the available annual income will be re-capitalized.

The fund will be reviewed from time to time, and should funds increase, the number and/or value of the fellowships can be increased.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Biological Sciences (or designate) to 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.

Tom Roberts Memorial Scholarship

In memory of Thomas James Roberts (B.F.A. [Hons]/75, M.F.A. [Alfred, SUNY]/82, B.Ed/85), colleagues, friends, and family have established an endowment fund with the initial gift of \$10,000 at the University of Manitoba in 2016. The purpose of the fund is to provide recognition to a student entering the Bachelor of Education Program from a Fine Arts background. Beginning in the 2018 – 2019 academic year, the available annual income from the fund will be used to offer one scholarship to a student who:

- (1) has received a Bachelor of Fine Arts Degree;
- (2) is enrolled full-time (minimum 80% course load) in any program leading to the Bachelor of Education degree with a major or minor in Art in the Faculty of Education at the University of Manitoba;
- (3) has achieved a minimum degree grade point average of 3.5.

Preference will be given to students with a major in Art.

If in any given year there are no eligible candidates, the scholarship will not be awarded and the annual income will be re-capitalized into the fund.

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.

2. AMENDMENTS

Agronomy Award - Diploma Agriculture

The following amendments were made to the terms of reference for the Agronomy Award – Diploma Agriculture:

- The preamble was revised to:
Canadian Association of Agri-Retailers (CAAR) wishes to award a prize of \$1000 annually to a student who:
- The numbered criteria were revised to:
 - (1) *has completed the graduation requirements in the Diploma Program in the School of Agriculture in the Faculty of Agricultural and Food Sciences in the year in which the award is tenable;*
 - (2) *has achieved a minimum degree grade point average of 3.00;*
 - (3) *has been enrolled for a minimum of 80% of a normal course load as defined by the School of Agriculture.*
 - (4) *has achieved the highest grade point average in the Crop Management option.*
- The standard Board of Governors statement was added.

Andrew Howden Business Scholarship

The following amendments were made to the terms of reference for the Andrew Howden Business Scholarship:

- The following sentence was added in the paragraph after the numbered criteria:
If a student does not meet the renewal criteria they can requalify once they meet the eligibility requirements, in the year in which they are currently enrolled (i.e. they do not have to hold the award in consecutive years).
- The standard Board of Governors statement was updated.

Community Health Sciences Prizes

The following amendments were made to the terms of reference for the Community Health Sciences Prizes:

- The name was changed to: ***Community Health Sciences Prizes - Advocacy***
- The preamble was revised to:
The Department of Community Health Sciences, in the Max Rady College of Medicine established an award to recognize excellence in medical students' advocacy activity in the field of population

and public health sciences. The prizes will be awarded to the small group of students (maximum 6 students) in the Community Health Sciences Clerkship who produce the best advocacy project as part of their Advocacy Physician Development Curriculum sessions.

- The paragraph before the numbered criteria was revised to:
Each year, one prize, valued at \$1,000 will be offered equally amongst the undergraduate student group who:
- The numbered criteria was revised to:
 - (4) *is enrolled full-time in the Max Rady College of Medicine at the University of Manitoba;*
 - (5) *is in good academic standing;*
 - (6) *has completed an Advocacy Project in the Advocacy Series of the Physician Development Curriculum;*
- The selection committee paragraph was revised to:
The Dean of the Max Rady College of Medicine (or designate) will ask the Head of the Department of Community Health Sciences (or designate) to name the selection committee.
- The standard Board of Governors statement was added.

Dorothy M. Bolton Scholarship

The following amendments were made to the terms of reference for the Dorothy M. Bolton Scholarship:

- The preamble was revised to:
To mark the retirement of Professor Dorothy M. Bolton, the former Faculty of Human Ecology, her colleagues, and friends have established a scholarship fund in her honour at the University of Manitoba in 1983. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. A scholarship valued at the available annual income will be available to an undergraduate student who:
- The numbered criteria were revised to:
 - (1) *is enrolled full-time (minimum 80% course load) in their third year of the Bachelor of Science (Human Nutritional Sciences) degree program, offered by the Faculty of Agricultural and Food Sciences at the University of Manitoba;*
 - (2) *has achieved a minimum degree grade point average of 3.0;*
 - (3) *has demonstrated sustained involvement in student government during the time of registration in the Faculty of Agricultural and Food Sciences.*
- The following sentence was added:
Candidates will be required to submit a statement (minimum 250 words) outlining their involvement in student government.
- The selection committee paragraph was revised to:
The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee.
- The Board of Governors statement was added.

George Thomas Chapman Q.C. Family Prize for Municipal and Planning Law

The following amendments were made to the terms of reference for the George Thomas Chapman Q.C. Family Prize for Municipal and Planning Law:

- The name of the award was revised to: ***George Thomas Chapman Q.C. Family Prize for Legal Profession and Professional Responsibility***
- The preamble was revised to:
Robert Chapman, George Chapman, and Cecil Chapman, the sons of George Thomas Chapman, Q.C., have established an endowment fund in honour of their father. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. Each year, the available annual income from the fund will be used to offer prizes of equal value to undergraduate students who:
- The numbered criteria were revised to:
 - (1) *have achieved the highest standing in Legal Profession and Professional Responsibility (LAW 3024) in the Faculty of Law at the University of Manitoba;*
 - (2) *have achieved a minimum degree grade point average of 3.0;*
- The following tiebreaking paragraph was added:
In the event of a tie, the prize shall be awarded to the student with the highest standing calculated on the compulsory and elective subjects the tied students have in common. The selection committee has the discretion to determine the number and equal value of the prizes each year.
- The standard Board of Governors statement was added.

J. Ray Ingalls Bursary in Dairy

The following amendments were made to the terms of reference for the J. Ray Ingalls Bursary In Dairy:

- The preamble was revised to:
Dr. J. Ray Ingalls, a former Professor of Animal Science and instructor of the Ruminant Production Systems - Milk course, has established a fund to support bursaries for students in the Faculty of Agricultural and Food Sciences who have an interest in or experience in the field of dairy science. A contribution has been made by the Manitoba Scholarship and Bursary Initiative. The available annual income from the fund will support an annual bursary which will be offered to a student who:
- The numbered criteria was revised to:
 - (1) *is registered fulltime (minimum 60% course load) in the Faculty of Agricultural and Food Sciences and is in their third or fourth year of the Animal Systems program;*
 - (2) *has achieved a minimum degree grade point average of 2.5;*
 - (3) *has demonstrated an interest in the field of dairy science, by enrolling in ANSC 4530 Ruminant Production Systems – Milk or by submitting a written statement describing their interest in dairy science; and*
 - (4) *has demonstrated financial need on the standard University of Manitoba bursary application form.*
- The following sentence was removed:
Preference in selection shall be given to students who have an interest in or experience in the dairy field.

- The selection committee was revised to:
The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee.
- The standard Board of Governors Statement was added.

R.A. (Bob) Bristow Memorial Scholarship

The following amendments were made to the terms of reference for the R.A. (Bob) Bristow Memorial Scholarship:

- The award was changed from a scholarship to a bursary.
- The name of the award was changed to: ***R.A. (Bob) Bristow Memorial Bursary***
- The numbered criteria were revised to:
 - (1) *is enrolled full-time (minimum 60% course load) in their third or fourth year of study in the B.Sc. (Agriculture) program (Plant Biotechnology major) in the Faculty of Agricultural and Food Sciences;*
 - (2) *has achieved a minimum degree grade point average of 2.5.*
 - (3) *has demonstrated financial need on the standard University of Manitoba bursary application form.*
- The following sentence was added:
If there are no qualified applicants in their third or fourth year of study, the award may be offered to a student in their second year of study who meets the above criteria.
- The selection committee paragraph was revised to:
The selection committee for this award will be the Faculty of Agricultural and Food Sciences Award Committee.
- The standard Board of Governors statement was amended.

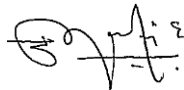
3. WITHDRAWALS

ICS Student Exchange Scholarship

This award is being withdrawn at the request of the donor.

MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir Jayas, President (Research and International) and Chair, Senate Committee on University Research (SCUR) 

DATE: November 30, 2017

SUBJECT: Notification to Senate on establishment of the Program and Policy Evaluation Research Group

COPIES: Dr. Gary Glavin, Associate Vice-President (Research)
Dr. Jay Doering, Associate Vice President (Partnerships)
Dr. Javier Mignone, chair, Program and Policy Evaluation Research Group
Dr. Stephen Moses, Head, Department of Community Health Sciences
Dr. Brian Postl, Dean and Vice Provost, Rady Faculty of Health Sciences

The Research Centres, Institutes, and Groups Policy, section 3.4, Procedures for Establishing Research Groups, states that “the official recognition and designation of a research group is at the approval of the Vice-President (Research), normally on the recommendation of the department head (where applicable) and dean/director.”

Accordingly, the Dean, Faculty of Health Sciences, has forwarded a recommendation for the establishment of the Program and Policy Evaluation Research Group to me as Vice-President (Research and International). I subsequently reviewed and approved the proposal.

As Chair of SCUR, I am now requesting that Senate be informed of the establishment of the Program and Policy Evaluation Research Group.

Please contact me should you require further information. A copy of the proposal for the research group is attached for your information.

DSJ/nis
attach.



UNIVERSITY
OF MANITOBA

Department of Community Health Sciences
Rady Faculty of Health Sciences, Max Rady College of Medicine
Dr. Javier Mignone - Room 307 – Human Ecology Building
University of Manitoba, Winnipeg, MB R3T 2N2
1-204-474-8065

July 17, 2017

Dr. Digvir Jayas
Vice President Research and International
207 Administration Building
The University of Manitoba

Re: Program and Policy Evaluation Research Group

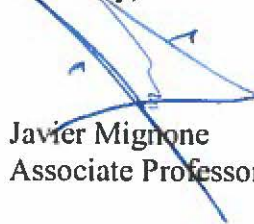
Dear Dr. Jayas,

Please find attached a proposal for the creation of the *Program and Policy Evaluation Research Group* as well as the CVs of initial members of the research group. Currently there is no unit at the University of Manitoba that brings together faculty members and students involved in the fields of program and policy evaluation. Furthermore, there is a significant need among community organizations and non-profit agencies for support on program and policy evaluation. The *Program and Policy Evaluation Research Group* will be a university-community hub where faculty members, students, and community serving agencies can interact, exchange knowledge and collaborate.

Although the *Program and Policy Evaluation Research Group* will be an inter-faculty research group (including partnering community agencies), for administrative purposes it will report to the Head of the Department of Community Health Sciences. The attached proposal has my signature as initiator of the research group, the signature of Dr. Stephen Moses, Head of the Department of Community Health Sciences, and of Dr. Brian Postl, Dean of the Rady Faculty of Health Sciences.

If you have any questions, please let me know. Thank you for considering this matter.

Sincerely,



Javier Mignone
Associate Professor

Research Group Proposal

A) Name

Program and Policy Evaluation Research Group

B) Objectives and rationale for the formation of the Research Group

Currently there is no unit at the University of Manitoba that brings together faculty members and students involved in the fields of program and policy evaluation. Furthermore, there is a significant need among community organizations and non-profit agencies for support on program and policy evaluation. As well, there are numerous local, national and international organizations and networks with strong expertise in program and policy evaluation. The Program and Policy Evaluation Research Group will be a university-community hub where faculty members, students, and community serving agencies can interact, exchange knowledge and collaborate. As such it will: create more opportunities for students to use their academic training in applied settings and learn new skills; increase and strengthen community-university collaborations and engagement; develop, support and disseminate scholarly research on program and policy evaluation and related areas; and further advance opportunities and methodologies for the teaching of program and policy evaluation and the development of training programs. Given that program and policy evaluation are inherently inter- and trans-disciplinary, the research group will include faculty members and students from all faculties and departments that wish to participate. As such it will be inter-departmental. The research group will operate in partnership with the University of Manitoba student led Community Hub Information and Research Partnership (CHIRP) and with selected community agencies and organizations. Membership will be open to individuals within and outside the University of Manitoba.

The objectives of the Program and Policy Evaluation Research Group are to:

- 1) Foster university-community collaborations on program and policy evaluation, prioritizing small agencies and/or community based organizations;
- 2) Link students and faculty members with agencies and other evaluation stakeholders to provide program and policy evaluation practicum opportunities for students;
- 3) Increase formal and informal training opportunities on program and policy evaluation for university students, faculty, staff, alumni, outside organizations, and the general public (e.g., Summer Institute on Program Evaluation);
- 4) Foster partnerships with other academic and professional institutions, nationally and internationally, that specialize in program and policy evaluation
- 5) Conduct research on program and policy evaluation, use of information, and knowledge mobilization

C) Description of the constitution

- 1) Organizational structure (roles and responsibilities of committees)

The Program and Policy Evaluation Research Group will have a chair and co-chair. As well, an advisory committee composed of representatives from faculty members, CHIRP, and partner agencies.

2) Conditions of membership

Anybody interested in the Program and Policy Evaluation Research Group can be a member. Nonetheless, the Research Group may create in the future guidelines for membership and possibly distinct membership categories. The chair will be responsible for administering membership.

3) Reporting procedures

Although the Program and Policy Evaluation Research Group will be an inter-faculty research group, for administrative purposes the Research Group will report to the head of the Department of Community Health Sciences.

4) Mechanisms for regular review and assessment

The chair will submit a report once a year to the head of the Department of Community Health Sciences and to the Vice President (Research and International). The report will include information provided by members (including the chair) about their activities and achievements related to the Research Group. The annual report will also include the goals for the following year. A membership meeting will take place once a year where the annual report will be presented.

D) List of initial members and their CVs

Faculty members

Javier Mignone (CHS)
Robert Chase (CHS)
Natalie Riediger (CHS)
Sharon Bruce (CHS)
Kathryn Sibley (CHS)
Keith Lowe (CHS)
Karen Cook (CHS)
Thomas Falkenberg (Education)
Janice Linton (Neil John Maclean Health Sciences Library)

Student members

Aynslie Hinds (CHS)
Dhiwya Attawar (CHS)
Heather Krepski (Education)

Partner members

Paula Migliardi (SERC)
Shivoan Balakumar (NCCID)
Geneviève Boily-Larouche (NCCID)
Marianne Krawchuk (CES and United Way of Winnipeg)

E) Statement by the director/department head and dean

The Department of Community Health Sciences will support the *Program and Policy Evaluation Research Group's* needs in relation to space, IT and administrative support. It will also provide advice in relation to administrative aspects of proposal applications and will provide support for the administration of grants.

Signed by



Javier Mignone
Associate Professor
Chair, Program and Policy Evaluation Research Group
Department of Community Health Sciences
Max Rady College of Medicine
Rady Faculty of Health Sciences



Stephen Moses
Professor and Head
Department of Community Health Sciences
Max Rady College of Medicine
Rady Faculty of Health Sciences



Brian Postl
Dean
Max Rady College of Medicine
Rady Faculty of Health Sciences



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Office of the University Secretary

MEMORANDUM

DATE: November 22, 2017

TO: David Barnard, Chair of Senate

FROM: Jeff M. Leclerc, University Secretary 

SUBJECT: ***APPROVAL OF MOTION, Board of Governors MEETING – November 21, 2017***

At its meeting on November 21, 2017, the Board of Governors approved the following motions:

THAT the Board of Governors approve nine new offers, sixteen amended offers, and the withdrawal of two offers, as set out in Appendix A of the Report of the Senate Committee on Awards [dated August 24, 2017].

THAT the Board of Governors approve seven new offers and five amended offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated June 26, 2017].

THAT the Board of Governors approve three new offers, eight amended offers, and the withdrawal of three offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated September 22, 2017].

THAT the Board of Governors approve one new offer, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated September 22, 2017].

THAT the Board of Governors approve a proposal to revise the name of the Department of English, Film, and Theatre, to the “Department of English, Theatre, Film & Media” [as recommended by Senate on November 1, 2017].

THAT the Board of Governors approve a proposal to revise the name of the Department of Sociology, to the “Department of Sociology and Criminology” [as recommended by Senate on November 1, 2017].

THAT the Board of Governors approve a proposal to revise the name of the Department of Anesthesia to the “Department of Anesthesiology, Perioperative and Pain Medicine,” [as recommended by Senate on October 4, 2017].

Copy: D. Jayas
J. Ristock

JL/sf

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 Peter Blunden will be the Speaker for the Executive Committee for the April meeting of Senate.

2. Vacancy on the Cooper Commission Implementation Working Group

Mr. David (Skye) Kushner volunteered to serve on the Cooper Commission Implementation Working Group as a representative of Senate Executive. The membership list for the Working Group is attached to this Report.

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



Implementation Working Group for the Cooper Commission Report

Terms of reference:

1. To establish a detailed plan for the implementation of the Cooper Commission recommendations;
2. To delegate tasks and establish groups to develop the necessary policies, processes and activities to meet the recommendations;
3. To research and encourage the incorporation of work done at other similar institutions in the areas identified in the recommendations;
4. To provide bi-monthly reports to Senate Executive and Senate on the progress of implementation;
5. To propose timelines for the implementation of Cooper Commission recommendations.
6. To review and comment on draft BFAR statements from units prior to their entering the approval process, effective September 20 through June 30, 2017.

Current Composition:

- Ms. Brandy Usick, Director, Student Advocacy and Accessibility, and Mr. Jeff Leclerc, University Secretary (co-Chairs)
- Dr. Archie Cooper, Chair of the Cooper Commission (as an advisor)
- Two members of the Senate Executive Committee
 - Dean Jeff Taylor, Faculty of Arts
 - Mr. David (Skye) Kushner, student Senator
- Such other members as the working group feels necessary to complete their work.
 - Ms. Carolyn Christie, Coordinator, Student Accessibility Services
 - Mr. Greg Juliano, Associate Vice-President (Human Resources) and past member of the Cooper Commission
 - Mr. Joel Lebois, Human Rights Counsel, Office of Fair Practices and Legal Affairs
 - Dr. Mark Torchia, Director, Centre for Advancement of Teaching and Learning
 - Ms. Maria Versace, Legal Counsel, Office of Legal Counsel

Revised, Senate Executive, September 20, 2017

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 November 14, 2017, the Senate Committee on Awards reviewed one new offer 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 November 14, 2017).

Recommendation

The Senate Committee on Awards recommends that Senate and the Board of Governors approve one new offer, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated November 14, 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 November 14, 2017

BUSINESS ARISING

1. NEW

Cibinel Architecture Bursary for Canadian Indigenous Students

Cibinel Architecture Ltd. has established an endowment fund at the University of Manitoba in 2017 with an initial gift of \$25,000. The purpose of the fund is to support undergraduate Canadian Indigenous students pursuing studies in any program in any faculty at the University of Manitoba. The Manitoba Scholarship and Bursary Initiative has made a contribution to this award. Beginning in the 2018-2019 academic year, the available annual interest from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is Canadian Indigenous (First Nations, Métis, Inuit)
- (2) is enrolled full-time (minimum 60% course load) in any faculty, college or school at the University of Manitoba;
- (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.

The Director of Financial Aid and Awards (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.

(Attachment I)



UNIVERSITY
OF MANITOBA
November 8, 2017

Enrolment Services

Financial Aid & Awards
422 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9531
Fax (204) 474-7543
awards@umanitoba.ca

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

RE: Cibinel Architecture Bursary for Canadian Indigenous Students

Dear Dr. Hultin,

Enrollment Services supports the establishment of the Cibinel Architecture Bursary for Canadian Indigenous Students.

In the Fall Term of 2016, the University of Manitoba's self-declared Canadian Indigenous student population was 8.5% of total enrolment, compared to Manitoba's Indigenous population of 16.7%¹. The Indigenous student enrolment data for the past five years at the University of Manitoba is provided for context in the table below.

Year (Fall Term)	Number of Indigenous Students	Total Number of Students	% Indigenous Students
2016	2,170	25,611	8.5
2015	1,974	25,460	7.8
2014	1,997	25,298	7.9
2013	1,973	25,363	7.8
2012	1,933	24,996	7.7

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

Sincerely,

Ms. Jane Lastra
Director, Financial Aid and Awards

¹ Statistics Canada. *Number and distribution of the population reporting an Aboriginal identity and percentage of Aboriginal people in the population, Canada, provinces and territories, 2011*, Catalogue no. 99-011-X2011001 [cited November 18, 2016 on Statistics Canada website: <https://www12.statcan.gc.ca/nhs-enm/2011/as-sa/99-011-x/2011001/tbl/tbl02-eng.cfm>].

Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes

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. In October 2007, the Faculty of Graduate Studies approved a process of *Streamlining Course Introductions, Modifications, & Deletions* which allows the Executive Committee to approve these changes in lieu of Faculty Council when the courses are not associated with a new program or program changes.
3. The Faculty of Graduate Studies Executive Committee met on the above date to consider proposals from the Dept. of Civil Engineering.

Observations

1. The **Dept. of Civil Engineering** proposes four (4) course introductions, CIVL 7658, CIVL 7656, CIVL 7654, and CIVL 7652 which were previously offered under special topics course numbers and are now permanent offerings in the Water Resources Engineering area of the unit. Students previously had taken each of these courses under the same number which did not allow for proper recognition on the transcript of the topics completed.

Introductions:

CIVL 7658 Computational Hydraulics +3

Introduce concepts and procedures for the computational modelling of open channel hydraulic engineering problems including numerical methods and best modelling practices.

CIVL 7656 Advanced Fluid Mechanics +3

Introduce concepts in advanced fluid mechanics including topics in theoretical fluid mechanics, experimental fluid mechanics and environmental fluid mechanics.

CIVL 7654 Advanced Hydraulics +3

This course provides an introduction to advanced hydraulics, including physical hydraulic modelling, sediment transport (cohesive and non-cohesive) and analysis and design of several different types of hydraulic structures. Additional advanced topics such as coastal engineering and fish passage will be covered as appropriate.

This course will provide students with an introduction to River Ice Engineering topics and principles. River ice processes such as freeze-up, ice growth, break-up and ice jamming will be explained in detail. The effects of ice on river hydraulics and hydraulic systems operation will be investigated. River and lake ice mechanics, ice safety and ice mitigation strategies will be discussed. Where possible, students will have an opportunity to gain practical experience through labs and project work.

NET CREDIT HOUR CHANGE**+12****Recommendations**

The Executive Committee recommends THAT: the course changes from the unit listed below be approved by Senate:

Dept. of Civil Engineering

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Faculty of Graduate Studies Executive Committee

/ak

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

INTERDEPARTMENTAL MEMO



UNIVERSITY
OF MANITOBA

Faculty of Engineering

Civil Engineering

E1-368 EITC
15 Gillson Street
Winnipeg, MB, R3T 5V6

Tel (204) 474-8212
Fax (204) 474-7513

TO: Mr. Jeff Leclerc, University Secretary
FROM: Dr. Dagmar Svecova, Department Head *Dagmar Svecova*
DATE: October 12, 2017
RE: Introduction of new graduate level Civil Engineering courses

Please accept this memo as supporting documentation for the package submitted to SPPC regarding the introduction of four (4) new graduate level Civil Engineering courses:

CIVL 7658 – Computational Hydraulics (3)
CIVL 7656 – Advanced Fluid Mechanics (3)
CIVL 7654 – Advanced Hydraulics (3)
CIVL 7652 – River Ice Engineering (3)

There are no budgetary implications arising as a result of offering these graduate courses.

Report of the Senate Planning and Priorities Committee RE: Graduate Course Changes Beyond Nine Credit Hours, Department of Civil Engineering

Preamble:

1. The Senate Planning and Priorities Committee (SPPC) has the responsibility to report to Senate on curriculum changes with significant resource implications, including additions to departmental curricula of more than nine (9) credit hours.
2. At its meeting on October 30, 2017 the Committee received the Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes (dated September 27, 2017) concerning a proposal from the Department of Civil Engineering to introduce four courses, for a net introduction of 12 credit hours.

Observations:

1. The Department of Civil Engineering is proposing to introduce four (4) graduate courses, as set out in the Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes (dated September 27, 2017). The overall number of credit hours of graduate course offerings in the Department would increase by twelve (12) credit hours.
2. The courses proposed for introduction have been taught previously as directed reading courses. The Department is proposing to establish the courses as regular course offerings, with unique course numbers and titles, so students' transcripts would communicate the topics in which students had completed their graduate coursework.
3. The Department has confirmed that there would be no budgetary implications associated with the proposed course introductions.

Recommendation:

The Senate Planning and Priorities Committee recommends:

THAT Senate approve the Report of the Senate Planning and Priorities Committee concerning course changes beyond nine credit hours, for the Department of Civil Engineering.

Respectfully submitted,
Ms. Ada Ducas, Chair
Senate Planning and Priorities Committee

Report of the Executive Committee of the Faculty of Graduate Studies on Program and Curriculum Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or program changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty of Graduate Studies Executive Committee met on the above date to consider proposals from the Applied Health Sciences Ph.D. program.

Observations

1. The **Applied Health Sciences Ph.D.** program proposes a change to its Ph.D. admission requirements and one (1) course introduction, AHS 7010. Although applicants to the Applied Health Sciences Ph.D. will normally possess a research-based Master's degree, applicants with a course-based, clinical or professional Master's degree will now be considered on a case-by-case basis. The course AHS 7010 will serve to bridge a gap for non-research based students that will serve to teach them the skills of all phases of the research process, lead under the director of the student's advisor.

Background

The Applied Health Sciences (AHS) doctoral program is a multi-disciplinary, research-based program. It originally included four participating academic units: Kinesiology and Recreation Management, Nursing, Rehabilitation Sciences and Human Ecology. However, with recent changes in university-wide organization and graduate programs, the Faculty of Kinesiology and Recreation Management (FKRM) and the College of Rehabilitation Sciences (CoRS) remain the two active partners.

Given the multi-disciplinary nature of the AHS program, academics from other units continue to be involved. The program combines the strengths of in-depth discipline specific learning with the benefits of collaborative learning between students and faculty in other disciplines.

There are 30 students presently in the program, and generally from two to five new admissions per year. The course-work requirement consists of a minimum of twelve credit hours of 7000-level course-work, including the required course AHS 7000 Research and Practice in Applied Health Sciences. Students are also required to take part in a monthly (not for credit) seminar in Applied Health Sciences (AHS 7002 Seminar I in Applied Health Sciences; AHS 7004 Seminar II in Applied Health Sciences), normally in the first two years of their program.

Summary of Proposed Changes

- Revise Admission Requirements:

The AHS Program Committee believes that the AHS program admission standards are no longer adequate for a program with such an applied emphasis, and that they do not

reflect current standards in similar programs across the country. The current admission standards state “applicants must possess a research-based Master’s degree”. Graduates of professional or clinical programs (e.g., Master’s of Occupational Therapy, Master’s of Physical Therapy, Doctor of Medicine) or with a course-based Master’s degree are not presently eligible for admission. Other universities accommodate professional degrees by having a bridge year or by requiring the completion of an ‘in-lieu-of-thesis’ project.

AHS is proposing that although applicants will “normally” possess a research- based Master’s degree, we will also consider applicants with a course-based, clinical or professional Master’s degree on a case-by-case basis.

- Introduce Additional Course (6 credit hours):

Students who enter the AHS program without a research-based Master’s degree will be required to complete an additional 6 credit hour course, *AHS 7010 Introductory Research Project in Applied Health Sciences*, under the direction of their advisor. This course will span two terms, and will include all phases of the research process. Although contact hours with the advisor will vary by student and by phase of project, they will be at least 3 hours per week.

Course Introduction:

AHS 7010 Introductory Research Project in Applied Health Sciences +6

Students will conduct a research project under the direction of their advisor. To include all research phases: identification of question, literature review, proposal writing, conducting research, analyzing data and reporting results. Topics, paradigms and methods will vary by student. Intended for students who do not possess a research-based Master’s degree. Course graded pass/fail.

NET CREDIT HOUR CHANGE +6

Consultation Process

The AHS program has traditionally been governed by an AHS Program Committee, which presently includes the Deans and Graduate Chairs of participating units, as well as the AHS Program Director. Thus, when the above changes were first proposed, a meeting of this group was convened. On March 31, 2017 the following people met with Faculty of Graduate Studies Associate Dean, Hope Anderson, to discuss AHS admission requirements: Dean Reg Urbanowski (CoRS), Dean Doug Brown (FKRM), Elizabeth Ready (AHS Director), and Brian MacNeil (Graduate Chair, CoRS). Admission requirements to similar doctoral programs at the U15 institutions were reviewed, and it was noted that many programs do not require a research- based Master’s degree. For example, the PhD in Rehabilitation Science at the University of Alberta requires a course, REHAB 899, in lieu-of Master’s Thesis, for those students admitted to the PhD program from non-thesis-based Master’s programs, or with no graduate coursework or research experience. Dalhousie University offers a 2-year PhD in Health for students who have completed a thesis- based Masters, and a three-year program for those with a non-thesis based Masters.

A working group (AHS Program Director and Graduate Program Chairs of FCRM and CoRS, Elizabeth Ready, Todd Duhamel and Brian MacNeil) was established to develop an upgrading process to allow qualified students with professional or course-based Master's degrees to be admitted to the AHS program. This group met to develop an initial proposal, which was subsequently revised after input was provided by Dean Urbanowski and Dean Brown.

The final proposal to revise the admission requirements, and to introduce a new course, AHS 7010 Introductory Research Project in Applied Health Sciences, was approved by the two unit Deans on July 17, 2017 and is now forwarded to the Faculty of Graduate Studies for consideration.

Note: as a multi-unit program (originally four units), program and course changes are approved by the AHS Program Committee, not by Faculty Council.

Recommendations

The Faculty Council of Graduate Studies recommends THAT: the program changes from the unit listed below be approved by Senate:

Applied Health Sciences Ph.D.

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Graduate Studies Executive Committee

/ch

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

Report of the Senate Committee on Nominations

Preamble

The terms of reference for the Senate Committee on Nominations may be found on the University Governance website at:

http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/507.html

The Committee met on December 12, 2017 to consider nominations to fill vacancies on the standing committees of Senate.

Observation

Listed below are Senate committees with vacancies to be filled, along with the names of the nominees being proposed, their faculty/school, and the expiry date of their terms. Following the list is the membership list for each of those committees, including the names of the nominees, which have been highlighted.

Recommendations

The Committee recommends to Senate the following list of faculty nominees:

COMMITTEE	NOMINEE(S)	FACULTY/ SCHOOL	TERM END DATE
Senate Committee on Academic Computing	Dist. Prof. Aniruddha Gole	Engineering	2019.05.31
Senate Committee on Awards	Prof. Michelle Faubert	Arts	2018.12.31
Joint Senate Committee on Master's Programs	Prof. Clea Schmidt (S)	Education	2018.06.30
Senate Planning and Priorities Committee	Prof. Lorna Turnbull	Law	2018.05.31

The Committee also recommends to Senate the following list of student nominees:

COMMITTEE	NOMINEE(S)	FACULTY/ SCHOOL	TERM END DATE
Senate Committee on Academic Computing	Mrs. Colleen Raffard	Education	2018.05.31

* (S) indicates a member of Senate

** (R) indicates re-appointment

Respectfully submitted,

Professor M. Edwards, Chair
Senate Committee on Nominations

SENATE COMMITTEE ON ACADEMIC COMPUTING

last updated November 2, 2017

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate), Chair	Dr. Mark Torchia, designate		<i>Ex-officio</i>
Vice-President (Research and International)(or designate)	Dr. Jay Doering, designate		<i>Ex-officio</i>
CIO, Information Services and Technology (or designate)	Mr. Mario Lebar, designate Adam Gerhard		<i>Ex-officio</i>
University Librarian (or designate)	Dr. Mary-Jo Romaniuk, designate Lisa O'Hara		<i>Ex-officio</i>
Manager, Learning Management Systems	Mr. Sol Chu		<i>Ex-officio</i>
Two Deans of Faculties or Colleges or Directors of Schools	Dean Stefi Baum	Science	2018.05.31
	Dr. Todd Mondor	Graduate Studies	2019.05.31
Six members of the academic staff (including at least one from the Bannatyne campus)	Prof. James Gilchrist	Health Sciences	2018.05.31
	Ms Christine Shaw	Libraries	2018.05.31
	Prof. Karen Smith	Education	2018.05.31
	Prof. Greg Bak	Arts	2019.05.31
	Dist. Prof. Aniruddha Gole	Engineering	2019.05.31
	Prof. James Young	Science	2019.05.31
Four Students (two grads, two undergrads)	Mr. Md Iftekharul Islam	Graduate Studies	2018.05.31
	Mr. Anjan Neupane	Graduate Studies	2018.05.31
	Mr. Arthur Coelho Reis	University 1	2018.05.31
	Mrs. Colleen Raffard	Education	2018.05.31
Resource: Sandi Utsunomiya 474-8174 Resource (technical): Gilbert Detillieux 474-8161 Resource: Lynette Phyfe 474-8013 Terms of Office: three-year terms; students = two-year terms			

SENATE COMMITTEE ON AWARDS

last updated November 14, 2017

Composition	Incumbents	Faculty/School	Term
<p>Six members of the academic staff (at least one shall be a Senator)</p> <p>These six shall include at least two from professional faculties/schools, at least one from Arts and one from Science.</p>	Prof. Jared Carlberg	Agricultural and Food Sciences	2019.05.31
	Prof. Laura Loewen	Music	2019.05.31
	Prof. Michelle Faubert (leave replacement for Prof. Greg Smith)	Arts (Arts)	2018.12.31 (2019.05.31)
	Prof. Peter Cattini	Health Sciences	2019.05.31
	Prof. Philip Hultin, Chair	Science	2020.05.31
	Prof. Darcy MacPherson (S)	Law	2020.05.31
Two students	Ms Nina Lam	Arts	2018.05.31
	Ms Silvia Araujo	Graduate Studies	2018.05.31
Director, Financial Aid and Awards Office	Ms Jane Lastra, designate Ms Lesli Lucas-Aseltine		<i>Ex-officio</i>
Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies (or designate)	Ms Rowena Krentz, designate		<i>Ex-officio</i>
<p>Resource: Pamela Gareau 474-9261</p> <p>Terms of Office: three-year terms; students = one-year terms</p>			

JOINT SENATE COMMITTEE ON MASTER'S PROGRAMS

last updated October 31, 2017

Composition	Incumbents	Faculty/School	Term
Three members of the academic staff, of whom one shall be from outside the departments or disciplines participating in JMPs, and the Dean of the Faculty of Graduate Studies (or designate) [University of Manitoba]	Prof. Brooke Milne, designate	Graduate Studies	<i>Ex-officio</i>
	Prof. Sean Byrne	Graduate Studies	2019.05.31
	Prof. Mark Libin	Arts	2019.05.31
	Prof. Clea Schmidt (leave replacement for Prof. Andrea Rounce)	Education (Arts)	2018.06.30 (2020.05.31)
Three members of the academic staff, of whom one shall be from outside the departments or disciplines participating in JMPs, and the Dean of the Faculty of Graduate Studies (or designate) [University of Winnipeg]	Dr. Mavis Reimer	Graduate Studies	<i>Ex-officio</i>
	Prof. Aaron Moore	Arts	2018.06.30
	Prof. Chris Bidinosti	Science	2019.06.30
	Prof. Janis Thiessen	Arts	2019.06.30
Chair to be named by the Presidents of the UofM and UofW, with a tie-casting vote only	Professor Zana Lutfiyya	Education	2018.05.31
One graduate student enrolled in the JMP to be proposed by the GSA and approved by U of M Senate	Mr. Albert Boakye	Graduate Studies	2018.05.31
One graduate student enrolled in the JMP to be proposed by the Chairs of the JMP and approved by U of W Senate	TBD	Graduate Studies	2018.05.31
Resource: Deanna England U of W 204-786-9093 Cheryl Hadaller U of M 204-474-7298 Terms of Office: three-year terms; students = one-year terms			

* Normally, each JMP will be represented on the JSC. Should a JMP not be represented on the committee, the Chair of the JMP, or his/her designate, will be invited to attend as a guest member.

** There will normally be a balance of UW and UM faculty members on the JSC.

SENATE PLANNING AND PRIORITIES COMMITTEE

last updated November 6, 2017

Composition	Incumbents	Faculty/School	Term
Provost and Vice-President (Academic) (or designate)	Dr. David Collins, designate		<i>Ex-officio</i>
Vice-President (Administration) (or designate)	Mr. Andrew Konowalchuk, designate		<i>Ex-officio</i>
Vice-President (Research and International) (or designate)	Dr. Jay Doering, designate		<i>Ex-officio</i>
Ten members of academic staff (excluding Deans, Directors and Associate/Assistant Deans or Directors), three must be members of Senate, one of whom must be from Bannatyne	Prof. Mike Domaratzki (S)	Science	2018.05.31
	Prof. Mojgan Rastegar (S) <i>(leave replacement for Prof. Michael Campbell)</i>	Health Sciences <i>(Environment Earth & Res)</i>	2018.05.31 <i>(2018.05.31)</i>
	Prof. Lorna Turnbull	Law	2018.05.31
	Prof. Feiyue Wang	Environment, Earth and Resources	2018.05.31
	Prof. David Watt (S)	Arts	2018.05.31
	Prof. Richard Perron	Architecture	2018.05.31
	Prof. Ahmed Shalaby	Engineering	2018.05.31
	Prof. Mark Gabbert (S)	Arts	2019.05.31
	Prof. Kelley Main	Management	2019.05.31
	Prof. Janice Dodd	Health Sciences	2020.05.31
Three students, one graduate, one undergraduate and the President of UMSU or designate	Mr. Carl Neumann	Graduate Studies	2018.05.31
	Ms Dara Hallock	Science	2018.05.31
	Ms Tanjit Nagra	UMSU President	2018.04.30
President	Dr. Janice Ristock, designate		<i>Ex-officio</i>
Vice-Provost (Students)	Ms Susan Gottheil		<i>Ex-officio</i>
Resource: Shannon Coyston 474-6892 Terms of Office: four-year terms; students = two-year terms			



Robson Hall
Winnipeg, Manitoba R3T 2N2
Canada
Fax (204) 474-7580
Phone (204) 474-6130

Date: Dec. 1, 2017

To: Dr. David Barnard, University of Manitoba Senate

From: Dr. Jonathan Black-Branch, Dean of Law

A handwritten signature in blue ink, appearing to read "J. Black-Branch".

Re: Updated Master of Human Rights proposal for Senate

I have attached an update to the Master of Human Rights proposal regarding locating the proposed new program in the Faculty of Law. I intend at the earliest possible opportunity to move that Senate resume consideration of the MHR proposal with these clarifications/modifications. Below is some background information that I hope senators will find useful in their deliberations.

In response to concerns raised at the April 5, 2017, meeting of Senate that the Master of Human Rights should report to a teaching Faculty, Law Faculty Council voted unanimously June 28, 2017, to base the new interdisciplinary program at the Faculty of Law. Minor adjustments have been made to the proposal to reflect this administrative change, including a plan to physically locate MHR staff and students in Robson Hall and a revised budget. The MHR will be guided by an inter-faculty committee and the MHR director will now report to the Dean of Law directly.

Vice-President (External) John Kearsey has confirmed that a family foundation will endow a \$3-million chair to support the MHR academic program, with a formal announcement on December 8, 2017.

I believe that these changes adequately address the concerns expressed by the senators in April.

Graduate Studies Dean Todd Mondor has reviewed this updated proposal and supports moving it forward to Senate.

CC. Shannon Coyston, Office of the University Secretary

Dr. Todd Mondor, dean of Graduate Studies

**Motions to be moved at the University of Manitoba Senate meeting on Jan. 3, 2018,
by Dr. Jonathan Black-Branch, Dean of Law, University of Manitoba**

Motion 1: That Senate resume consideration of the Master of Human Rights (MHR) program following postponement of that discussion on April 5, 2017.

Motion 2: That Senate approve and recommend to the Board of Governors that it approve the proposal to establish a Master of Human Rights on the understanding that the university will not implement the program until satisfied that there will be adequate funding to support its ongoing operation.

Background information

1. Faculty support and governance

In response to concerns by some senators that the Master of Human Rights should report to a teaching faculty, Law faculty council unanimously voted June 28, 2017, to base the new interdisciplinary program at the Faculty of Law. Modest adjustments have been made to the attached proposal to reflect this change, including physically locating MHR staff and students in Robson Hall. The MHR will continue to be guided by an inter-faculty committee but the director will now report to the Dean of Law. Senators should note that, despite the strenuous objections of some Arts senators at our April meeting, there is also majority support for the MHR among Arts professors, as evidenced by their faculty council vote. Education and Social Work faculty councils have also voted in support.

2. Funding

- Approval of a program proposal by the university Senate and Board of Governors is typically a prerequisite to confirming funding from major donors or government. Funders want to know that a program is academically solid and that the university is committed to implementing it if the funds become available.
- A family foundation has recently signed an agreement with the university to endow a Chair to support the MHR academic program. However, the gift of \$3 million will only be transferred to the university following Board of Governors approval of the MHR proposal and chair terms of reference. Two donors have also contributed \$500,000 for master's student fellowships and bursaries, in part to help offset the costs of travel for international research and practicums.
- With a strong academic program, exceptional donor leadership and a community that already recognizes its national and international role in human rights, External Relations is confident in its ability to connect other donors with the program for further philanthropic support.
- The financial assumptions used in the MHR budget forecast are similar to those used to create budget forecasts in other U of M programs. The budget details have been approved by the university's executive director of financial planning. While no one can guarantee the exact value of endowment income or government funding over the long term, university administrators regularly work with these shifting numbers and make adjustments when necessary.
- While the MHR program was referred to by some senators as "expensive," it has a lower per-student cost than the most comparable new master's program approved by Senate in recent years. Once endowment funds are taken into account, the new program is much less expensive and integration with the Faculty of Law has reduced costs further through administrative efficiencies.

- Every new program approved by Senate and the Board goes through final budget revisions before implementation based on current conditions. Programs approved by senate are not implemented by the Provost's office if insufficient funds are raised.

3. Overlap with existing programs

The MHR aims to redirect the flow of Canadian students currently heading out of the country to international human rights graduate programs, as well as to attract new international students to the program and the University of Manitoba. These are students who aren't currently coming to the U of M to work in existing units because these units aren't set up to provide the kind of rigorously professionalizing human rights education described in the MHR proposal. Endorsements have come from those working for national and international bodies such as the UN, the Canadian Human Rights Tribunal, and those directing highly successful human rights-related programs at universities around the world. All speak loudly of the need for this Canadian MHR, which has been modeled on these world-class programs and is intended to compete directly with them for leadership in the field.

The MHR program has been endorsed by the Mauro Centre for Peace and Justice and by Disability Studies, which view a Master of Human Rights as complementary to but distinct from their degree programs. The MHR program's external reviewers confirmed that peace studies and human rights studies are viewed around the world as separate fields with their own institutes, associations, conferences and employment networks. Degree programs in these two fields tend to attract different applicants. The MHR does not preclude individual U of M departments from developing degrees with human rights concentrations. In fact, that option might become more feasible once the new MHR courses are available.

4. Impact on graduate students in other programs

The addition to the U of M of excellent students working across disciplines to understand and secure human rights and social justice, in arguably the best city in Canada to undertake this work, will profoundly enrich the U of M and wider Winnipeg communities. The value to alumni of a University of Manitoba degree will only increase as the new MHR program enhances the university's reputation nationally and internationally.

Moving the MHR program to Robson Hall has reduced renovation costs and freed up space in the Tier building for other uses. While some current U of M graduate students may be struggling with insufficient scholarships, the donors identified for MHR funding are interested in helping launch a flagship program, not in redirecting their contribution to existing programs. Donor Relations continues to raise funds for other scholarships and capital upgrades across campus.

5. Austerity

Some senators argue that the university should not create new programs during a time of austerity. The rigours of austerity, however, should not prevent the university from taking advantage of a new funding opportunity when it arises, especially when accompanied by strong grassroots faculty and student support for the creation of a new program. If the university can develop without placing undue strain on its existing resources then it has a responsibility to do so. Only in this way will it be able to stay relevant and continue to respond effectively to the needs of the evolving world around it.

Several generations ago, anthropologists argued that sociology was not a separate field of study. A generation ago, the traditional disciplines argued that women's studies was not a real discipline. Modern students are increasingly seeking interdisciplinary degrees with a practicum component to help prepare them for emerging careers. They will choose to study elsewhere if our university does not continue to update the available degree options.

6. Timeliness

The MHR proposal has been through a four-year-long process of consultation and revision in order to address all significant concerns raised by the faculties involved. Senate's own Planning and Priorities Committee scrutinized both the proposal and its budget and concluded that this new graduate program should be considered a high priority for the university. If the MHR proposal is approved by Senate at this meeting, it is still possible to accept students in 2020 but further delays may postpone startup by another year. Donors may view this as a signal that the university is unable to make timely decisions and is insufficiently committed to the creation of the MHR. Other Canadian universities that are aware of this proposal are also more likely to begin development of their own Master of Human Rights programs if they see this one faltering. Recently created human rights master's programs such as the one at the University of Minnesota are thriving, and report much higher than expected numbers of well-qualified applicants. Members of the inter-faculty committee that drafted the MHR proposal hear frequently from students eager to apply for admission. The director of the U of W's BA program in human rights likewise attests to this high level of interest, as well as the many exciting opportunities for cross-institutional collaboration that the MHR will create. All indications are that the time is right to create the kind of program the MHR proposes to become.



Faculty of Law

Robson Hall
Winnipeg, Manitoba R3T 2N2
Canada
Fax (204) 474-7580
Phone (204) 474-6130

Date: Nov. 14, 2017

To: Ada Ducas, chair, Senate Planning and Priorities Committee

From: Dr. Jonathan Black-Branch, Dean of Law

Re: Updated Master of Human Rights proposal for Senate

I have attached an update to the Master of Human Rights proposal regarding housing the proposed new program in the Faculty of Law. I hope that SPPC will agree to review this update at your Nov. 27, 2017, meeting before I move that Senate resume consideration of the MHR proposal with these clarifications/modifications.

In response to concerns by some senators at the April 5, 2017, Senate meeting that the Master of Human Rights should report to a teaching faculty, Law Faculty Council voted unanimously June 28, 2017, to base the new interdisciplinary program at the Faculty of Law. Modest adjustments have been made to the proposal to reflect this administrative change, including a plan to physically locate MHR staff and students in Robson Hall. The MHR will continue to be guided by an inter-faculty committee but the MHR director will now report to the Dean of Law directly. The proposal's budget has been updated using a new template provided by the university's financial planning office.

Vice-President (External) John Kearsy has confirmed that a family foundation will endow a \$3-million chair to support the MHR academic program. This should go a long way towards allaying any further concerns among senators.

Graduate Studies Dean Todd Mondor has reviewed this updated proposal and supports moving it forward to SPPC and Senate.

CC. Shannon Coyston, Office of the University Secretary

Dr. Todd Mondor, dean of Graduate Studies

NEW PROGRAM OF STUDYUnder *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:
**UNIVERSITY
OF MANITOBA**

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).
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 SCCCC 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
 - 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 in the Office of the Provost and Vice-President (Academic).

Comments of the Senate Executive Committee:

The Senate Executive Committee endorses the report to Senate.

SECTION A – PROPOSAL DETAILS

Institution: **UNIVERSITY OF MANITOBA**

Applicable faculties/department with responsibility for the program: Law

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

Funding request: Nil

Proposed start date: 2020-09-03

Office Use Only

One-time funding: _____

On-going funding: _____

List any critical issues that may impact the start date of the program: Sufficient time following government approval to recruit students. Note that international students will require longer to complete paperwork for visas, medical insurance, travel etc.

UM INTERNAL REQUIREMENT: Contact Law Dean Dr. Jonathan Black-Branch, jonathan.black-branch@umanitoba.ca, 204-474-9282

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 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, informed, 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 nine credit-hours of required 7000-level graduate courses and at least nine credit-hours of 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:
 - pass a language competency test approved by the MHR program; or
 - pass a program-approved language course. 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.

The Dean of the Faculty of Graduate Studies may waive this requirement in appropriate circumstances, including where a student provides other evidence of competence in a second language, such as a high school graduation certificate or transcript in that language, confirmation of work experience in the second language or a transcript of advanced education in the second language.

Governance

The MHR program will be based in the Faculty of Law and work in collaboration with three other faculties (Arts, Education, and Social Work) 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 as appropriate as the program develops. The program director will report to the Dean of Law. (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 Law, Arts and Social Work. Robson Hall has sufficient existing space to accommodate the program, which will facilitate joint activities with law students.

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:

- Normally, a four-year bachelor's degree with at least a B average (3.0 GPA) in the last 60 credit hours of study, or equivalent, 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 (see details in Supplemental Regulations below).
- Normally, 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

Economic development and investment in people remain priorities of the current government. 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 a major step forward for this initiative. 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.

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. Manitoba Budget 2017 "sustains government's commitment to improving the lives and well-being of all Manitobans, particularly those who are disadvantaged, marginalized, and living (or at risk of) living in poverty." Given Canada's changing demographics, as well as growing awareness of the harmful legacies of Western imperialism and settler-colonialism, we need to train citizens, government and non-government workers, and business leaders to 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.

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 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." Privately endowed funds and tuition will cover the bulk of the MHR program's costs.

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

A news story about this proposed program on the University of Manitoba website continues to attract 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 (see support letter) 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 students 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. Some of these international students are likely to remain in Manitoba after graduation, contributing their skills over the longer term to the provincial economy.

As word of this new program spreads, the calibre of applicants will continue to rise. The proposed 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, Dr. John Packer, 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 (see support letter).

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:

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 initially

0% online initially, with the intention to develop online options as appropriate.

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.

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

HMRT 7100 (currently listed as 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 director or Dean of Law, to take an alternative graduate-level course to achieve the 18 required credits.

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

HMRT 7300 (to be cross-listed with LAW 3018): Human Rights Law (3 credit hours) Students are not required to take this course if they have already completed a JD or LLB that included a human rights law course. In that case, they will be required, in consultation with the MHR program director or Dean of Law, to take an alternative 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, 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), 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 (3 credit) HMRT 7200 (3 credit) HMRT 7300 (3 credit)	Practicum stream: HMRT 7400 (fall or winter term)	N/A	N/A
Electives: 9 other approved credits (See Appendix A)	Thesis stream: complete GRAD 7000 (fall and possibly winter and summer terms)		
Summer Practicum stream: GRAD 7030 Thesis stream: GRAD 7000 or finish coursework			
TOTAL CR. HRS: 18	TOTAL CR. HRS: nil		

* Note that variations may be granted in individual circumstances by the MHR program director or the Dean of Law, as appropriate.

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. The MHR program director and the Dean of Law, in consultation with the MHR program committee, may admit other part-time students as they see fit.

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: 10

B-8.2 Maximum seat capacity (*Defined as first-year enrolment capacity*):20

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.

	2020-21	2021-22	2022-23	2023-24	2024-25
Enrolment	10	30	40	40	40
Graduates	0	10	20	20	20

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

The U of Manitoba identified human rights in 2009 as one of its six strategic priorities for academic enhancement and in 2015 as 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	Nov. 27, 2017
Senate Executive	Dec. 13, 2017
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 B) from some of the local, national and international human rights agencies consulted. MHR proponents also met in Australia with Dr. Dinesh Wadiwel, director of the University of Sydney's Master of Human Rights program and 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 C).

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. The MHR program has been endorsed by the Mauro Centre for Peace and Justice and by Disability Studies (see support letters), which view a Master of Human Rights as complementary to but distinct from their degree programs.

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, they 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. The MHR program's external reviewers confirmed that peace studies and human rights studies are viewed around the world as separate fields with their own institutes, associations, conferences and employment networks.

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 Province of Manitoba's commitment to recognition of prior learning and subject to U of M senate approval.

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 undergraduate programs with the opportunity to pursue an advanced degree:

- Wilfrid Laurier University – Human Rights and Human Diversity BA
- York University – Human Rights and Equity Studies BA
- Carleton University – Human Rights and Social Justice BA
- University of Ottawa – Conflict Studies and Human Rights BSocSc
- Nipissing University – Gender Equality and Social Justice BA
- St. Thomas University – Human Rights BA
- University of Toronto – International Human Rights JD
- McGill University – International Human Rights and Development LLB

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.

Canadian graduate programs:

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

C-5.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program 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 August 2017, the Working in Canada website listed 65 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®ionKeyword=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 D) 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 through 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 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 endowed chair.

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 the full-time staff position already planned] 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.*

Integration of the MHR program into the Faculty of Law, which already has an admissions co-ordinator etc., means that some of this workload will be covered by existing resources.

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.

SECTION D – REQUIRED RESOURCES AND FINANCIAL IMPLICATIONS

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: N/A

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

The bulk of the MHR program's annual costs will be funded through tuition revenue and income from new endowment funds dedicated to the MHR.

However, the program requires startup funds of \$35,287 in 2019-20 because of expenses that will be incurred before sufficient tuition revenue and endowment fund interest is available. The Faculty of Law is prepared to cover these startup expenses through carryover funding.

Once the program is in a steady state (2022-23), annual funding, **including inflation**, is expected to be:

\$195,381 tuition revenue

\$10,150 practicum fees

\$121,800 for assistant prof. salary/benefits = 4% income from new \$3-million donor-endowed chair + inflation

\$120,000 = \$80,000 income from new \$2-million MHR fellowship/bursary endowment

+ \$40,000 matching funds from Manitoba Scholarship and Bursary Initiative (see Shaff letter)

\$447,331 total (see total revenue on ALD spreadsheet)

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.)*

A **\$3-million** donation has been confirmed from a family foundation to cover salary/benefits for a new named Chair in Human Rights (the assistant professor described below). The donation will be received in three installments by the end of 2019.

\$500,000 has been raised to date from two donors towards a **\$2-million** endowment fund for MHR student fellowships and bursaries. Donor Relations continues to approach potential donors regarding the remaining bursary funds and says that recent confirmation of chair funding is likely to attract other donors to the bursary fund. The Law Faculty also has an excellent record of attracting support for students based on both talent and need. The Dean will make it a priority to help secure the remaining scholarship and bursary funds. However, if the fundraising target has not been met by the time of program startup, the fellowships and bursaries will be scaled back until the full endowment is secured.

Total: \$3.5 million of \$5 million raised to date

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: See D-3

Space: Robson Hall has wheelchair accessible washrooms and sufficient office space to accommodate two

faculty members (the MHR director and a new hire) and additional administrative staff. Existing basement space is being furnished to accommodate 20 graduate student study carrels (see Appendix E.)

Computer: New desktop computers will be required for the director and the new assistant professor, while staff working with the program will require computer upgrades.

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 Faculty of Law will provide in-kind administrative and communications assistance as required. 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:

The Dean of Law will cross-appoint an existing University of Manitoba faculty member to the Faculty of Law as founding MHR graduate program director. The MHR graduate program director (six credit hours) and professors teaching core MHR courses (2 profs X 3 credit hours) 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. Law dean Dr. Jonathan Black-Branch is currently teaching a human rights law course that will be modified into the third core MHR 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 through new endowment fund:

A new tenure-track **assistant professor** will be hired as a named Chair in Human Rights and appointed to the Faculty of Law. This professor will ideally be cross-appointed to whichever academic unit is most closely aligned with her/his area of expertise and research interest. A letter of agreement will outline the chair's relationship with the second unit. It is envisaged that this new chair will teach a core credit course (ideally methods), oversee the practicum and explore development of further courses, including online options.

Administrative services:

The new program will require half-time office assistance plus a 0.75 FTE administrative assistant by the time the program is serving its full complement of students. The administrative assistant will liaise with practicum hosts, trouble-shoot fieldwork logistics, and organize professional seminars and the annual research day. These tasks might be best suited to a dynamic individual with a background in human rights work. Existing law faculty staff will take on the office assistance tasks related to expense reporting, payroll, admissions, student awards and travel booking. Career support and dedicated support regarding individual concerns and wellness issues will be available through the faculty and the university.

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 (teaching release).
July 2019: Staff start work on student recruitment and program setup.
Sept. 2019: Start search for new full-time Chair in Human Rights.
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.
July 1, 2020: Chair in Human Rights starts work.
Sept. 3, 2020: First 10 students start. First MHR fellowships distributed.

Year 3 2021-22

May-Aug. 2021: First practicums.
September 2021: 20 more students start.

Year 4 2022-23

September 2022: Full complement of students (20 new and 20 in Year 2)

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

The MHR program will use space in Robson Hall that is currently under-utilized. The Dean of Law is completing with existing funds the renovations outlined by Physical Plant in Appendix E.

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

SECTION E– TUITION

E-1 What are the proposed tuition fees?

The first Canadian students in the new program will pay a \$6,000 program fee in 2020-21 + a continuing fee of \$482 in 2021-22. Increases of 5% plus inflation are applied to subsequent years in the attached spreadsheet. International students (budgeted at 30% of enrolled students) will also be subject to the international differential surcharge.

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 are slightly higher than the fees the University of Manitoba is expected to charge most full-time master's students in 2020, in line with fees charged by similar Canadian programs and lower than fees charged by comparable programs overseas. It is important to keep the program financially accessible to students from the marginalized groups that are most vulnerable to human rights abuses. Those graduates who work for lower-wage, non-profit organizations where some of the most effective human rights work is done at the local level will not have the capacity to pay off large student loans.

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

MHR students who select the practicum option will be charged a \$500 fee—see also E-4.

Students taking a language course that involves a lab will pay an extra \$30 fee per term, separate from their MHR program fees. This is the standard lab fee paid by all U of M students:

http://umanitoba.ca/student/records/whats_new/1586.html

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?)*

The practicum fee will help offset salary costs for the administrative assistant required to manage practicum placements. Note that the U of M Faculty of Education also charges a practicum fee.

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

Three incoming students each year, if suitably qualified, will be awarded \$7,500 MHR fellowships, paid directly to the students and renewable for a second year.

Each student may apply for up to \$3,750 in bursary funds to offset the costs of a practicum or fieldwork.

These fellowships and bursaries will be donor funded. As noted above, if the fundraising target has not been met by the time of program startup, the fellowships and bursaries will be scaled back until the full endowment is secured.

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.

SECTION F – SIGNATURES

(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

SUBMIT COMPLETED FORM

PROVOST'S OFFICE ONLY: Once completed and signed, please submit this application form to the Advanced Learning Division at 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



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	
Institution:	University of Manitoba
Program Name:	Master of Human Rights
Contact Information:	Dr. Jonathan Black-Branch, Dean of Law, 204-474-9282
Date:	Nov. 16, 2017

	2017-18	2019-20		2020-21		2021-22		2022-23		Ongoing Program Funding
	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	
	(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)	
REVENUE INFORMATION										
<SPPC Form Sections 4 and 5>			\$ -		\$ -		\$ -		\$ -	\$ -
Contribution from Institution		\$ -	\$ -	\$ 0	\$ 0	\$ (0)	\$ (1)	\$ (0)	\$ 0	\$ (0)
Tuition		\$ -	\$ -	\$ 81,600	\$ 81,600	\$ 178,632	\$ 97,032	\$ 195,381	\$ 16,749	\$ 195,381
Student Fees		\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 10,150	\$ 5,150	\$ 10,150
Other: donor funded		\$ -	\$ -	\$ 158,500	\$ 158,500	\$ 232,500	\$ 74,000	\$ 241,800	\$ 9,300	\$ 241,800
Existing Resources		\$ 228,149	\$ 228,149	\$ 36,186	\$ (191,963)	\$ 8,803	\$ (27,383)	\$ -	\$ (8,803)	\$ -
....			\$ -		\$ -		\$ -		\$ -	\$ -
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Total Revenue (A)	\$ -	\$ 228,149	\$ 228,149	\$ 276,286	\$ 48,138	\$ 424,935	\$ 148,649	\$ 447,331	\$ 22,396	\$ 447,331

	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)	
EXPENDITURE INFORMATION										
<SPPC Form Section 2>			\$ -		\$ -		\$ -		\$ -	\$ -
New Academic Salaries - Direct		\$ 13,787	\$ 13,787	\$ 111,926	\$ 98,139	\$ 145,263	\$ 33,337	\$ 151,073	\$ 5,811	\$ 151,073
Existing Academic Salaries - Direct		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Professional/Support Salaries - Direct		\$ -	\$ -	\$ 24,030	\$ 24,030	\$ 77,833	\$ 53,803	\$ 90,102	\$ 12,269	\$ 90,102
Existing Professional/Support Salaries - Direct		\$ 26,550	\$ 26,550	\$ 36,186	\$ 9,636	\$ 8,803	\$ (27,383)	\$ -	\$ (8,803)	\$ -
Operating Expenses		\$ 21,500	\$ 21,500	\$ 29,001	\$ 7,501	\$ 30,466	\$ 1,465	\$ 30,923	\$ 457	\$ 30,923
Student Support		\$ -	\$ -	\$ 52,500	\$ 52,500	\$ 112,500	\$ 60,000	\$ 120,000	\$ 7,500	\$ 120,000
Indirect Salary Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Overhead		\$ -	\$ -	\$ 22,644	\$ 22,644	\$ 50,070	\$ 27,426	\$ 55,233	\$ 5,163	\$ 55,233
....			\$ -		\$ -		\$ -		\$ -	\$ -
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Total Expenditures (B)	\$ -	\$ 61,837	\$ 61,837	\$ 276,286	\$ 214,450	\$ 424,935	\$ 148,649	\$ 447,331	\$ 22,396	\$ 447,331

	Current Fiscal Year (Enter 0's if new program)	Fiscal Year 1 Budget Yr 1	Increment (change from current year to year 1)	Fiscal Year 2 Budget Yr 2	Increment (change from year 1 to year 2)	Fiscal Year 3 Budget Yr 3	Increment (change from year 2 to year 3)	Fiscal Year 4 Budget Yr 4	Increment (change from year 3 to year 4)	Ongoing Program Funding
<u>CAPITAL INFORMATION</u>										
<App D Capital>			\$ -		\$ -		\$ -		\$ -	\$ -
Major Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renovations		\$ 166,312	\$ 166,312	\$ -	\$ (166,312)	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Total Capital (C)	\$ -	\$ 166,312	\$ 166,312	\$ -	\$ (166,312)	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues less Expenditures and Capital (A-(B+C))	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0)	\$ (0)
Funding Request	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0

SENATE PLANNING AND PRIORITY COMMITTEE (SPPC)
New Program Approval - Financial Form

FACULTY / SCHOOL Law

PROGRAM Master of Human Rights

1. STAFFING REQUIREMENTS (FTE)	2019-20	2020-21	2021-22	2022-23	2023-24
New Academic Positions (FTE) (Appendix A)	-	1	1	1	1
New Professional and Support Positions (FTE) (Appendix A)	-	1	1	1	1
New Indirect Staff (FTE) (Appendix A)	-	-	-	-	-
Subtotal Staffing Requirements (FTE)	-	2	2	2	2

2. PROGRAM COSTS

Direct Program Costs

New Academic Salaries (incl bpl) (Appendix A)	\$ 13,787	\$ 111,926	\$ 145,263	\$ 151,073	\$ 157,116
Existing Academic Salaries (incl bpl) (Appendix A)	-	-	-	-	-
New Professional/Support Salaries (incl bpl) (Appendix A)	-	24,030	77,833	90,102	93,706
Existing Professional/Support Salaries (incl bpl) (Appendix A)	26,550	36,186	8,803	-	-
Operating Expenses (Appendix B)	21,500	29,001	30,466	30,923	32,387
Student (Graduate/Undergraduate) Support (Appendix C)	-	52,500	112,500	120,000	120,000
Major Equipment (Appendix D)	-	-	-	-	-
Vehicles (Appendix D)	-	-	-	-	-
Renovations (Appendix D)	166,312	-	-	-	-
Furniture (Appendix D)	-	-	-	-	-
Other Capital (Appendix D)	-	-	-	-	-
Subtotal Direct Program Costs	\$ 228,149	\$ 253,642	\$ 374,865	\$ 392,098	\$ 403,209

Indirect Program Costs

New Indirect Salary Expenses (incl bpl) (Appendix A)	\$ -	\$ -	\$ -	\$ -	\$ -
Existing Indirect Salary Expenses (incl bpl) (Appendix A)	-	-	-	-	-
Tax on Grant and Tuition Revenue @ 17.75%	-	14,484	31,707	34,680	36,934
Administrative Overhead @ 10% of Tuition/Program Revenue	-	8,160	18,363	20,553	21,838
Subtotal Indirect Program Costs	\$ -	\$ 22,644	\$ 50,070	\$ 55,233	\$ 58,773

Total Program Costs (Direct & Indirect)	\$ 228,149	\$ 276,286	\$ 424,935	\$ 447,331	\$ 461,981
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SENATE PLANNING AND PRIORITY COMMITTEE (SPPC)
New Program Approval - Financial Form Continued

FACULTY / SCHOOL LawPROGRAM Master of Human Rights

	2019-20	2020-21	2021-22	2022-23	2023-24
	Year 1	Year 2	Year 3	Year 4	Year 5
3. ENROLMENT					
Expected Enrolment (headcount)		10	30	40	40

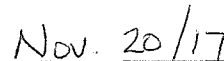
4. PROGRAM REVENUE					
Operating Grant Revenue (see note)					
Tuition Revenue (undergraduate only - see note)					
Tuition Revenue (graduate only)		81,600	178,632	195,381	208,081
Student Fees (practicum)			5,000	10,150	10,302
Endowed chair spending allocation		106,000	120,000	121,800	123,627
MHR fellowship/bursary endowment spending allocation + MSBI matching @ 50%		52,500	112,500	120,000	120,000
Total Program Revenue	\$ -	\$ 240,100	\$ 416,132	\$ 447,331	\$ 462,010

5. EXISTING RESOURCES					
From Operations:	\$ -	\$ -	\$ -	\$ -	\$ -
Academic Salaries (Appendix A)	-	-	-	-	-
Professional and Support Salaries (Appendix A)	26,550	36,186	8,803	-	-
Indirect Salaries (Appendix A)	-	-	-	-	-
From Capital:	166,312	-	-	-	-
From Provisions & Carryover:	35,287	-	-	-	-
Subtotal Existing Resources	\$ 228,149	\$ 36,186	\$ 8,803	\$ -	\$ -

6. Funding Request: (Program Costs - Program Revenue - Existing Resources)	\$ -	\$ 0	\$ (0)	\$ (0)	\$ (29)
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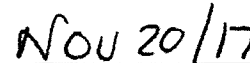
Submitted by Faculty/School Budget Officer (signature)



Date



Reviewed by University Budget Officer (signature)



Date

Appendix A - Salary Expenses

SENATE PLANNING AND PRIORITY COMMITTEE
NEW PROGRAM APPROVAL PROCESS

NEW	2019-20		2020-21		2021-22		2022-23		2023-24	
	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary
Academic										
Excluded Academic Admin		\$ -		\$ -		\$ -		\$ -		\$ -
Professor	-									
Assoc/Asst Professor or Senior Instructor			1	69,375	1	96,200	1	100,048	1	104,050
Teaching release (12 credits by Year 2)		11,489	-	23,897	-	24,852	-	25,847	-	26,880
Librarians			-	-	-	-	-	-	-	-
Teaching Assistants			-	-	-	-	-	-	-	-
Subtotal New Academic Salaries	-	11,489	1	93,272	1	121,052	1	125,895	1	130,930
Benefits and Pay Levy		2,298		18,654		24,210		25,179		26,186
Total New Academic Salaries (including BPL)	-	\$ 13,787	1	\$ 111,926	1	\$ 145,263	1	\$ 151,073	1	\$ 157,116
Professional and Support Staff										
EMAPS		\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES (half OA3 and working up to 0.75 AA2)		-	1	20,025	1.25	64,861	1.25	75,085	1.25	78,088
CUPE TA's			-	-	-	-	-	-	-	-
Subtotal New Professional and Support Staff	-	-	1	20,025	1.25	64,861	1.25	75,085	1.25	78,088
Benefits and Pay Levy		-		4,005		12,972		15,017		15,618
Total New Professional and Support Staff (incl. BPL)	-	\$ -	1	\$ 24,030	1.25	\$ 77,833	1.25	\$ 90,102	1.25	\$ 93,706
Indirect Staff (Within your faculty/school)										
EMAPS		\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES			-	-	-	-	-	-	-	-
CUPE TA's			-	-	-	-	-	-	-	-
Subtotal New Indirect Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy		-		-		-		-		-
Total New Indirect Staff (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
EXISTING (Within your faculty/school)	Year 1		Year 2		Year 3		Year 4		Year 5	
	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary	FTE	Total Salary
Academic										
Excluded Academic Admin		\$ -		\$ -		\$ -		\$ -		\$ -
Professor										
Assoc/Asst Professor or Senior Instructor										
Lecturer/Instructor										
Librarians										
Teaching Assistants										
Subtotal Existing Academic Salaries	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy		-		-		-		-		-
Total Existing Academic Salaries (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Professional and Support Staff										
EMAPS		\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES (in kind contribution towards above)	0.5	22,125		30,155		7,336		-		-
CUPE TA's				-		-		-		-
Subtotal Existing Professional and Support Staff	1	22,125	-	30,155	-	7,336	-	-	-	-
Benefits and Pay Levy		4,425		6,031		1,467		-		-
Total Existing Professional and Support Staff (incl. BPL)	1	\$ 26,550	-	\$ 36,186	-	\$ 8,803	-	\$ -	-	\$ -
Indirect Staff										
EMAPS		\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
AESES			-	-	-	-	-	-	-	-
CUPE TA's			-	-	-	-	-	-	-	-
Subtotal Existing Indirect Staff	-	-	-	-	-	-	-	-	-	-
Benefits and Pay Levy		-		-		-		-		-
Total Existing Indirect Staff (including BPL)	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -

Notes:

This appendix is meant as a tool to assist in planning. Adjust or override the references or formulas as necessary.

Average salary increase in cell O1 are based on increases (step/general) for closed contracts as previously approved by the Board of Governors and anticipated collective agreement settlements for open contracts in alignment with *The Public Services Sustainability Act*

Average benefits and pay levy in cell O2 reflects university wide estimate, and may be changed to reflect rates specific to your unit.

Indirect staff are those that do not work solely to support this program, and support other areas within the faculty. Typically these are administrative support positions such as the faculty business manager.

Costs attributable to indirect staff are typically calculated as a percentage of time spend supporting the program.

Values entered under new staffing will flow into the program costs section of the SPCC form.

Values entered under existing staffing will flow into the Direct and Indirect Program Costs and Existing Resources sections of the SPCC form

Appendix B - Operating Expenses

SENATE PLANNING AND PRIORITY COMMITTEE NEW PROGRAM APPROVAL PROCESS

<u>Direct Expenses</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
700BGT Travel - Budget (includes visiting speakers, orientation, research day)	4,000	13,560	13,763	13,970	14,179
701BGT Hospitality - Budget					
704BGT Printing and Duplicating - Budget	8,000	8,120	8,242	8,365	8,491
706BGT Consumable Materials/Supplies Budget (includes computers)	8,000	4,060	5,151	5,228	5,307
708BGT Telecommunications - Budget	1,500	1,523	1,545	1,569	2,092
710BGT Other Expenses (Nonconsumable) Budget		1,738	1,764	1,791	2,317
713BGT Insurance - Budget					
716BGT Externally Contracted Serv - Budget					
718BGT Professional Fees - Budget					
740BGT Repairs and Maintenance - Budget					
Subtotal Direct Operating	\$ 21,500	\$ 29,001	\$ 30,466	\$ 30,923	\$ 32,387

For more information on expense types:

[Operating Worksheet](#)

<http://www.umanitoba.ca/computing/renewal/fm/media/AcctHierarchyExpenditures.htm>

Appendix C - Student Support

SENATE PLANNING AND PRIORITY COMMITTEE NEW PROGRAM APPROVAL PROCESS

<u>Graduate / Undergraduate Support Expense</u>		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
7700	Scholarships		\$ 15,000	\$ 37,500	\$ 45,000	\$ 45,000
7710	Bursaries		37,500	75,000	\$ 75,000	\$ 75,000
7720	Awards					
Subtotal Operating		\$ -	\$ 52,500	\$ 112,500	\$ 120,000	\$ 120,000

For more information on expense types:

<http://www.umanitoba.ca/computing/renewal/fm/media/AcctHierarchyExpenditures.htm>

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>PREFACE</p> <p>The Faculty of Graduate Studies is a pan-University faculty charged with the oversight of the administration of all graduate programs at the University. Therefore these regulations apply to all graduate students in all programs in all academic units. Individual units may require specific requirements above and beyond those in the following document, and students should consult unit supplemental regulations for these specific regulations. All unit supplemental regulations require approval of the Faculty of Graduate Studies.</p> <p>Definitions</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 MHR program committee consists of:</p> <ul style="list-style-type: none"> - MHR program director (who will chair the committee) - a core MHR faculty member - Arts professor appointed by the Dean of Arts - Law professor appointed by the Dean of Law - Education professor appointed by the Dean of Education - Social Work professor appointed by the Dean of Social Work <p>(These four faculty representatives will ideally include adjunct professors in the MHR program.)</p> <ul style="list-style-type: none"> - An MHR graduate student. This student will participate in discussions unrelated to confidential student files. <p>Non-voting members will include:</p> <ul style="list-style-type: none"> - Centre for Human Rights Research director - National Centre for Truth and Reconciliation representative - Mauro Centre for Peace and Justice director - a member working in a related field outside the university, appointed by the Dean of Law <p>The program committee will report to and advise the Dean of Law on program matters, such as student admission, scholarships, policy, monitoring of student progress, program changes and general administration of the MHR program. The committee will submit new course proposals to the academic affairs committee of Law Faculty Council for review. All program-related changes must be approved by the Faculty of Graduate Studies before coming into effect.</p>
<p>Section 1: Application, Admission, and Registration Policies</p> <p>1.1 Application and Admission Procedures</p> <p>The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies. Applicants should contact the department to which they are applying for the procedures, requirements and departmental application deadlines in effect.</p> <p>1.1.1 Process:</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>University of Manitoba Master of Human Rights Robson Hall, Winnipeg, MB R3T 2N2 Canada Email: MHR@umanitoba.ca Tel: TBD Fax: TBD</p>

Faculty of Graduate Studies Regulation	Supplemental Regulation																
<p>application fee and supporting documentation, to the Faculty of Graduate Studies.</p> <p>NOTE: International students must pay special attention to the appropriate requirements with respect to transcripts (see application form for details).</p> <p>1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit's criteria including, but not limited to, 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: umanitoba.ca/MHR</p> <p>All applications should be submitted electronically to the University of Manitoba Faculty of Graduate Studies at http://umanitoba.ca/faculties/graduate_studies/admissions/index.html</p>																
<p>1.1.2 Deadlines for Recommended Applications (from Departments to the Faculty of Graduate Studies)</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><tr><th>Session</th><th>Start Date</th><th>Canadian/US</th><th>International</th></tr><tr><td>FALL</td><td>September</td><td>July 1</td><td>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></table> <p>IMPORTANT: Applicants are required 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 http://umanitoba.ca/faculties/graduate_studies/admissions/index.html</p> <p>The deadlines are meant to accommodate the needs of students in securing appropriate documentation. Late applications 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 December 1, 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>1.1.3 Application Fee</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>1.1.4 Transcripts</p> <p>If admitted, applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the University of Manitoba. Applicants must ensure that the original transcripts bearing the university seal or attested copies are sent directly from their issuing university to the Faculty of Graduate Studies. 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>1.1.5 Transcripts: International</p> <p>Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal 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>1.1.6 Transcripts: University of Manitoba</p> <p>University of Manitoba students are not required to submit University of Manitoba transcripts.</p>																	
<p>1.1.7 Proficiency in English</p>	<p>Proficiency in English must be demonstrated prior to admission by:</p>																

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 English Language Proficiency Test Exemption List (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. Please note: 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"> University of Michigan English Language Examination Assessment Battery (MELAB) (80%) Test of English as a Foreign Language (TOEFL)– Paper-based test (550); Internet based -iBT (80) 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) <p>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.</p>	<p>i) Possessing a high school diploma or university degree from Canada or one of the countries on the English Language Proficiency Test Exemption List or</p> <p>ii) Successfully completing an English Language Proficiency Test: TOEFL - Achieve a minimum iBT (internet-based test) score of 100; or a minimum computer-based test score of 250.</p>
<p>1.1.8 English Language Proficiency Test Exemption List</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 http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm</p>	
<p>1.1.9 Letters of Recommendation</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, graduate.studies@umanitoba.ca. 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>1.1.10 Admission Tests</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>1.1.11 Entrance Requirements</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) Normally, a four-year bachelor's degree with at least a B average (3.0 GPA) in the last 60 credit hours of study, or equivalent, to be completed before admission. Note that students with a higher GPA may have a greater chance of acceptance in the competitive process;</p>

Faculty of Graduate Studies Regulation	Supplemental Regulation
	<p>2) Proficiency in the English language at levels noted in 1.1.7.</p> <p>3) Normally, 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>1.1.12 Eligibility of University of Manitoba Staff Members</p> <p>A staff member at the University of Manitoba at the rank of Assistant Professor or above is not eligible to apply for admission to a graduate program in the unit in which the appointment is held.</p>	
<p>1.2 Registration Procedures</p> <p>1.2.1 Registration</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>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.</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>1.2.2 Re-Registration</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). Failure to re-register will result in the discontinuation of his/her graduate 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).</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>	

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>1.2.3 Registration Revisions</p> <p>For designated periods subsequent to registration, approved revisions may be made. It is required that students adhere to dates and deadlines as published in the Academic Schedule of the Graduate Academic Calendar.</p> <p>Note: 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>1.2.4 Advisor Student Guidelines</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>1.2.5. Western Deans' Agreement</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"> 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; b) are in good standing in a graduate program at the home institution; c) have paid all current and back fees at the home institution. <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>	

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 http://wcdgs.ca/</p>	
<p>1.3 Course Classifications</p> <p>1.3.1 General Classifications</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>** 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 <i>Calendar</i>.</p>	
<p>1.3.2 Continuing Courses (CO)</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>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</p>	

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>course must be completed.</p> <p>1.3.3 Incomplete Courses</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 1st for courses terminated in April</p> <p>December 1st for courses terminated in August</p> <p>April 1st 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>1.4 Student Status/Categories of Students</p> <p>1.4.1 Full-Time And Part-Time Students</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 (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.</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>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.</p>	<p><i>Note: New calculation of full time equivalency of part-time status</i></p>
<p>1.4.2 Pre-Master's Or Qualifying Students</p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a 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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<p>1.4.3 Occasional Students</p> <p>A student wishing to take graduate courses with no intention of applying them toward an advanced degree at the University of Manitoba is classified as an occasional student. Occasional students must meet the same degree and grade point average entrance requirements as regular graduate students and must write final examinations in the courses taken (unless audited), but will not receive credit toward a degree. In special circumstances, an occasional student may apply for permission to proceed to a degree program and also apply for transfer, for credit, of courses previously taken in the occasional category. Note:</p> <ol style="list-style-type: none"> 1. Transfer of courses from the “occasional” category to a degree program is not automatic: request for advance credit 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. 	
<p>1.4.4 Joint Masters (With the University of Winnipeg)</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>1.4.5 Visiting Students</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>SECTION 2: Academic Performance - General</p> <p>2.1 General Note</p> <p>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 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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<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>Note:</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>2.2 Academic Performance</p> <p>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).</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>2.3 Performance in Coursework</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. Note:</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>SECTION 3: General Regulations: Pre-Master's</p> <p>3.1 Admission and Program Requirements</p> <p>Graduates of bachelor degree programs with a minimum grade point average (GPA) of 3.0 in the last two 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.</p>

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<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>3.2 Academic Performance</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>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.</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>SECTION 4: General Regulations: Master's</p> <p>4.1 General</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 (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, 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"> • Thesis/practicum-based; 	

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<ul style="list-style-type: none"> • Course-based/comprehensive; • Accredited professional. <p>4.2 Diploma Programs</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>4.3.1 General Criteria</p> <p>Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:</p> <ul style="list-style-type: none"> • Graduates of four-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from: <ul style="list-style-type: none"> ○ Canadian institutions empowered by law to grant degrees; or ○ Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies. • Graduates from first-cycle Bologna compliant degrees. • Students who have completed the pre-Master's program from: <ul style="list-style-type: none"> ○ 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. <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"> • <i>Minimum admission criteria (beyond FGS requirements)</i> • <i>Admission/selection committee composition (if applicable)</i> • <i>Admission/selection procedures</i> • <i>Indicate which specific major areas are acceptable</i> <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>4.3.2 Pre-Master's Programs</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>4.4 Program Requirements</p> <p>In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the unit and may follow the unit's supplemental regulations. Any single course cannot be used for credit toward more than one program.</p>	
<p>4.4.1 Thesis/Practicum Route</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"> • a practicum and a major research project or • a thesis.

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	<p>Students must complete nine credit-hours of required 7000-level graduate courses and at least nine credit-hours of additional graduate-level (7000), Law or post-baccalaureate (5000-level) courses from an approved list.</p> <p>Required courses:</p> <ul style="list-style-type: none"> - HMRT 7100: Theory and Practice of Human Rights: Critical Perspectives (3 Credit hours) Students who have already completed the SOC 7160 version of this course prior to enrolling in the MHR program will be required, in consultation with the MHR program director or Dean of Law, to take an alternative graduate-level course to achieve the 18 required credits. - HMRT 7200: Selected Topics in Human Rights Research and Methods (3 Credit hours) - HMRT 7300: 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 director or Dean or Law, to take an alternative graduate-level course to achieve the 18 required credits. - GRAD 7500: Academic Integrity (0 credit hours) <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>Students applying for the thesis stream must submit:</p> <ul style="list-style-type: none"> • an updated statement regarding the proposed area of research to ensure MHR faculty can support the proposed research project; • an MA transcript; • support from two faculty members willing to work on the thesis, and • previous MHR course papers. <p>Students applying for the practicum stream must submit a two- to three-page document specifying particular areas of research interest and potential practicum work sites.</p> <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 director of the program or the student's other professors. The advisor will send a memo to the MHR committee to record the decision made. The director of the program will notify the student of the decision.</p>
<p>4.4.2 Course-based/Comprehensive Examination Route</p> <p>A minimum of 24 credit hours of coursework and comprehensive examination(s). 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 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>4.4.3 Accredited Professional Route</p> <p>The credit hours and course requirements shall reflect the requirements of the external accrediting body.</p>	
<p>4.4.4 Language Reading Requirements</p>	<p><i>Indicate if (or if not) required</i></p>

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<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"> • pass a language competency test approved by the MHR program; or • pass a program-approved language course. 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. <p>The Dean of the Faculty of Graduate Studies may waive this requirement in appropriate circumstances, including where a student provides other evidence of competence in a second language, such as a high school graduation certificate or transcript in that language, confirmation of work experience in the second language or a transcript of advanced education in the second language.</p>
<p>4.4.5 Advanced Credit</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 (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).</p> <ul style="list-style-type: none"> • Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section). • 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. • 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. <p>Regardless of the extent of advanced credit received, all students are required to pay applicable program fees.</p>	

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<p>4.4.6 Transfer Credit</p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ul style="list-style-type: none"> • must be approved for transfer to the program of study by the 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. 	

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<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>4.4.7 Time in Program</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 at least three, but no more than four, months prior to expiration of the respective maximum time limit.</p> <p>A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p>	<p><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>4.5 Student's Advisor/Co-Advisor</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"> • 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 • must hold an appointment in the student's unit. <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>4.6 Advisory Committee</p> <p>4.6.1 Thesis/Practicum Route</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>4.6.2 Course-based/Comprehensive Examination Route</p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit's supplemental regulations and students should consult these regulations for specific requirements.</p> <p>4.6.3 Accredited professional programs</p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the 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 U of M faculty member outside the MHR program and either another MHR professor/adjunct or a qualified person external to U of M (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>4.7 Courses and Performance</p> <p>4.7.1 Course or Program Changes</p> <p>Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and 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>4.7.2 Lapse of Credit of Courses</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>Note: Lapse of course credit is now 7 years.</p>
<p>4.7.3 Academic Performance</p> <p>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). 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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on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw.	
<p>4.7.4 Performance in Coursework</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>4.7.5 Performance not related to Coursework</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" (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.</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. (non-credit)</p>
<p>4.8 Requirements for Graduation</p> <p>All students must:</p> <ul style="list-style-type: none"> • 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. <p>Individual units may have additional specific requirements for graduation and students should consult unit supplemental regulations for these specific requirements.</p>	
<p>4.8.1 Thesis/Practicum Route</p> <p>4.8.1.1 Thesis vs. Practicum</p> <p>Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum.</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> <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.</i></p> <p>Thesis Proposal 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 to be submitted to the Thesis Advisory Committee. The student is required to defend the thesis proposal orally in open session. The proposal will outline in some detail the problem the student intends to investigate as well as the theory and methodology to be employed in the</p>

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	<p>endeavor. 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.</p> <p>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.</p> <p>The purposes of the proposal examination meeting are:</p> <ol style="list-style-type: none"> 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; <p>And</p> <ol style="list-style-type: none"> 3) to provide necessary feedback for further advancement of the research. <p>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. Members must be present in person or via video- or tele-conference or Skype.</p> <p>The proposal meeting will be chaired by the Advisor, and will have the following steps:</p> <ol style="list-style-type: none"> 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. <p>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 and the proposal may be required to be re-defended. Unsuccessful candidates will be allowed a second attempt within 2 months of the first attempt.</p>

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	<p>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.</p> <p>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</p> <p>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.</p> <p>If a candidate fails a Thesis proposal on two occasions he/she will be required to withdraw from the program.</p> <p>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.</p> <p>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.</p> <p>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 <i>Log of Practicum Hours and Project Notes</i>. 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.</p> <p>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.</p> <p>Students will be asked to make a specific positive contribution to the operation of their host organizations in</p>

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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>Major Research Project (following the practicum) 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>4.8.1.2 Examining Committee</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 (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). 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"> • Acceptable, without modification or with minor revision(s); or • Acceptable, subject to modification and/or revision(s); or • Not acceptable. 	<p><i>Specify how the examining committee differs from the advisory committee</i></p> <p>Thesis stream: 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>Practicum stream: The instructor teaching the course evaluates the practicum and the student's advisor evaluates the major research project.</p>
<p>4.8.1.3 Oral Examination</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 (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.</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. The examination portion should not exceed 70 minutes.</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 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>4.8.1.4 Failure</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"> • The examining committee reports on the merits of the written thesis; • The defence; or • A combination of both stages. <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>
<p>4.8.2 Course-based/Comprehensive Examination Route</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 (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</p>	<p><i>Provide details of structure, format, duration of examination, composition of examining committee, evaluation criteria, etc.</i></p>

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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, 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 Academic Graduate Calendar . 4.11 Details for Submissions 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: <ul style="list-style-type: none"> • One digital version submitted as an e-thesis/practicum at the MSpace website (https://mspace.lib.umanitoba.ca/index.jsp) • Final approval and release 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 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. 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 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	One digital version of the approved thesis must be submitted as an e-thesis at the MSpace website: https://mspace.lib.umanitoba.ca/index.jsp 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.

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<p>practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.</p> <p>Library and Archives Canada – Library and Archives Canada obtains a copy of the thesis via the University's MSpace repository.</p>	
<p>SECTION 5: Doctor of Philosophy General Regulations</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 (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, progression and completion.</p> <p>5.1 Admission</p> <p>5.1.1 General criteria</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>No PhD to be offered at this time.</p>
<p>5.1.2 Direct Admission from the Bachelor's Honours or equivalent</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>5.1.3 Transfer from the Master's to the Ph.D. program</p> <p>Students who have not completed a Master's program may transfer to the Ph.D. program within the same 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 (http://umanitoba.ca/faculties/graduate_studies/media/cte_selection_report.pdf); and in the case where the student does not hold a Master's degree, a letter of recommendation from the Head of</p>	

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<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>5.1.4 Provisional Admission to the Ph.D.</p> <p>Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the unit and the Faculty of Graduate Studies to complete dual registration in the Master's and Ph.D. program simultaneously.</p>	
<p>5.1.5 English Language Proficiency</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"> • MELAB – Minimum Final score of 80 • TOEFL – Minimum iBT score of 80, or a minimum PBT 550 • canTEST – Minimum band of 4.5 in Listening and Reading, and a band of 4.0 in Writing • IELTS – Minimum score of 6.5 on the Academic Module • CAEL – Minimum 60 overall and 60 on each subject • AEPUC – Minimum 65% overall. <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>5.1.6 Students with Disabilities</p> <p>See Accommodation Policy for Students with Disabilities:</p> <p>http://umanitoba.ca/admin/governance/governing_documents/students/281.html</p>	
<p>5.2 Student Advisor, Co-advisor and Advisory Committee</p> <p>5.2.1 Student Advisor</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>	

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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<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"> 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 <p>B) mid-way through a student's program due to:</p> <ol style="list-style-type: none"> 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. <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>5.2.3 Advisory Committee</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>5.3 Program of Study</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"> • 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. <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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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>5.4 Program Requirements</p> <p>All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved unit supplemental regulations:</p> <ul style="list-style-type: none"> 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.* 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.* <p>*Unless professional accreditation requirements and/or supplemental regulations indicate otherwise.</p>	
<p>5.4.1 Language Reading Requirements</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>5.4.2 Advance Credit</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"> Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section). 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 one academic year as a full-time student and must also complete the thesis at The University of Manitoba. Regardless of the extent of advanced credit received, all students are required to pay the program fee. 	
<p>5.4.3 Transfer Credit</p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ol style="list-style-type: none"> 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 	

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<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>5.4.4 Lapse of Credit of Courses</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>5.5 Time Limits</p> <p>5.5.1 Minimum Time Limit</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>5.5.2 Maximum Time Limit</p> <p>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. 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>5.6 Academic Performance</p> <p>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). 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>5.6.1 Performance in Coursework</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>5.6.2 Performance Not Related to Coursework</p> <p>Students may be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, unsatisfactory attendance and lack of progress in research and/or thesis preparation. 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>5.7 Academic Requirement for Graduation</p>	

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<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>5.8 Candidacy Examination</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>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.</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>This examination, which 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. 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 (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).</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>5.9 Thesis Proposal</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, this exercise 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.</p>	
<p>5.10 Thesis</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>	

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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: http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html</p>	
<p>5.11 Thesis Examination Procedures</p> <p>The final examination for the Ph.D. degree proceeds in three stages (see Figure 5-1):</p> <ol style="list-style-type: none"> 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. 	
<p>5.11.1 Formation of the Examining Committee I - University of Manitoba (Internal) Examiners</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>5.11.2 Formation of the Examining Committee II - External Examiner</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>The external examiner should:</p> <ul style="list-style-type: none"> • 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 significant recent experience with the supervision and/or examination of Ph.D. students. <p>The external examiner should not:</p> <ul style="list-style-type: none"> • have acted as an external examiner for the same Ph.D. supervisor within the previous two years; • have been associated with the candidate at any time or in any significant way in the 	

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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"> • 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. <ul style="list-style-type: none"> ○ have had a significant academic disagreement with the candidate, the advisor/co-advisor or any member of the advisory committee. <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>5.11.3 Changes in the Examining Committee</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>5.11.4 Distribution of the Thesis for Examination</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>5.11.5 Responsibilities of the Examiners</p> <p>In general the examiners are responsible for:</p> <ul style="list-style-type: none"> • ensuring that the thesis and the candidate meet recognised 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 <p>Notes:</p> <p>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).</p> <p>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.</p>	
<p>5.11.6 Process</p>	

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>Reports</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>5.12 The Oral Examination</p> <p>5.12.1 Scheduling</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>5.12.2 Attendance</p> <p>The Dean of the Faculty of Graduate Studies or designate shall act as Chair of the examination committee.</p> <p>The attendance of the external examiner in person at the candidate's oral examination is encouraged. If the external examiner will not be present in person, 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>5.12.3 Format of the Examination</p> <p>The first part of the oral examination shall consist of an oral presentation by the candidate. This is followed by examination of the candidate by the examination committee. If time permits the Chair, at their discretion, may allow questions from members of the audience</p>	

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<p>5.12.4 Procedures for the Conduct of the Examination</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>5.12.5 Decision of the Committee:</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"> • 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. • 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. <p>If the external examiner <u>or</u> 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>5.13 Candidate Awards</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>5.14 Graduation</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>Patents –Refer to section 6 "Policy of Withholding Theses Pending Patent Applications" in this Guide.</p> <p>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 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>Library and Archives Canada – Library and Archives Canada obtains a copy of the thesis via the University's MSpace repository.</p>	
<p>5.15 Student Withdrawal</p> <p>A student will be required to withdraw when the Ph.D. thesis has been rejected twice at the stage where:</p> <ul style="list-style-type: none"> 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. 	
<p>SECTION 6: Policy of Withholding Thesis Pending Patent Applications Content or Manuscript Submission</p> <p>In 1970 the University of Manitoba Board of Governors and Senate approved a policy on accepting research grants from outside agencies. This policy defined the right of agencies to defer release of information and thus ensure freedom of publications for research findings of University personnel. Occasionally, the University may also wish to restrict the release of a thesis pending patent application. For additional details, see the University of Manitoba governing document: http://umanitoba.ca/admin/governance/governing_documents/community/235.html</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"> 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 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 and the student may make application for patent rights through the University Patent Committee, and the following regulation will apply concerning the release of the thesis. <p>Regulations Concerning Release of a Thesis During Application and Negotiation For Patents</p> <p>The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor and the student, the Dean will retain the thesis for a period not to exceed one year.</p> <p>Regulations Concerning Release of Thesis Pending Manuscript Submission</p> <p>The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor and the student, the Dean will keep the thesis for a period up to one year.</p>	
<p>SECTION 7: Extension of Time to Complete Program of Study Content</p> <p>All requests for extensions will normally be dealt with administratively and reported, in summary form, to the Executive Committee of Graduate Studies for information. The student must complete the "Request for Extension" form</p>	

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<p>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.</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>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.</p>	
<p>Section 8: Leaves of Absence</p> <p>8.1 Regular Leave</p> <p>A regular leave is intended to allow students to meet responsibilities/plans related to family, travel or employment and circumstances not covered by the parental or exceptional leaves. At the student's request, the Head of the 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>*Program Fees: The continuing fee in effect at the time of the granting of the leave will be levied. However, if the student returns from leave in January, the normal tuition fee will be levied less the continuing fee already paid.</p>	
<p>8.2 Exceptional Leave</p> <p>In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), at the request of the student the Head of the 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>8.2.1 Fees</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>8.3 Parental Leave</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>8.3.1 Fees</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>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.</p>	
<p>8.4 Awards and Leave of Absence</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>Note: Other awards will be paid according to the conditions established by the donor or granting agency.</p>	
<p>8.5 Graduate Student Vacation Entitlement</p> <p>Students are entitled to three weeks of vacation over a 12-month period.</p>	
<p>SECTION 9: Appeals – Procedures and Guidelines</p> <p>9.1 General</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 (http://umanitoba.ca/admin/governance/governing_documents/index.html) 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 http://umanitoba.ca/faculties/graduate_studies/media/JMP_Regulations.pdf.</p>	
<p>9.2 Definitions</p> <ul style="list-style-type: none"> • “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 	

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unit or Faculty of Graduate Studies.	
<p>9.3 Types of Appeal</p> <p>There are several areas of appeal which are open to appellants:</p> <ul style="list-style-type: none"> • admission; • academic; • discipline; • administration (e.g. Fee appeals). <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>9.4 Admission Appeals</p> <p>Please refer to University of Manitoba Governing Documents: Students: Policy: Admission Appeals Procedures and Guidelines http://umanitoba.ca/admin/governance/governing_documents/students/286.html</p>	
<p>9.5 Academic Appeals</p> <p>9.5.1 Composition</p> <p>Faculty members or students are disqualified from participating on an Appeals Panel if he/she:</p> <ul style="list-style-type: none"> • 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. <p>Note: All members of an Appeal Panel shall participate in all of the deliberations essential for the determination of the matter in dispute. If, in the course of hearing an appeal, a member is not present at the commencement of the hearing or a member cannot continue, the Panel may elect to proceed in the absence of that member. If more than one member is not present at the commencement or cannot continue, the Appeal Panel must adjourn.</p>	
<p>9.5.2 Consideration</p> <p>Appeal Panels will consider appeals:</p> <ul style="list-style-type: none"> • 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. <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 http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_policy.html).</p>	

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<p>9.5.3 Grounds for an Academic Appeal</p> <p>The Appeal Panel shall only consider an appeal if there is some evidence that:</p> <ul style="list-style-type: none"> 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. <p>Note: It shall be the responsibility of the appellant to indicate clearly and specifically the grounds warranting consideration of the appeal.</p>	
<p>9.5.4 Academic Appeal Deadlines</p> <p>9.5.4.1 Appeal of Term Work:</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>9.5.4.2 Appeal of Faculty of Graduate Studies Decision:</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>9.5.4.3 Appeals to Senate:</p> <p>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), appeals to the Senate Committee on Appeals shall be filed with the University Secretary within twenty (20) working days after the mailing of the notice of decision from which the appeal is made.</p>	
<p>9.5.5 Academic Appeals Process</p> <p>9.5.5.1 Documentation</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>9.5.5.2 Hearing</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"> • 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. <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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<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>9.5.5.3 Disposition</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>9.6 Discipline Appeals</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 http://umanitoba.ca/admin/governance/governing_documents/students/868.html</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 http://umanitoba.ca/admin/governance/governing_documents/students/868.html)</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>9.6.1 Discipline Appeal Deadlines</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>9.6.2 Appeal of Violation/Penalty</p> <p>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/870.html</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>9.7 Fee Appeals</p> <p>Please refer to the Registrar's Office webpage on fee appeals: http://umanitoba.ca/student/records/fees/830.htm. 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>9.8 Grade Appeals</p> <p>Please refer to the Registrar's Office webpage on grade appeals: 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.</p>	
<p>9.9 Assistance with Appeals</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>APPENDIX 1: Thesis/Practicum Types</p> <p>A student/candidate may present a thesis/practicum in one of two acceptable formats:</p> <ul style="list-style-type: none"> • Regular style • Manuscript/grouped manuscript style <p>The type of thesis/practicum must be approved by the advisory committee and comply with all regulations of the Faculty of Graduate Studies and any supplemental regulations of the unit.</p> <p>1.0 Regular Style</p> <p>1.1 Prefatory Pages</p> <p>1.1.1 Title Page</p> <p>The title page should contain the following information:</p> <ul style="list-style-type: none"> • the title of the thesis/practicum, • the name of the University, • the degree for which the thesis/practicum is submitted, • the name of the unit, • the full name of the author, • the copyright notation ©. <p>The title must be a meaningful description of the content of the research. The author's name should be in full, identical to the name under which they are registered and be consistent on all other documents. A sample title page can be found at: http://umanitoba.ca/faculties/graduate_studies/media/ThesisSampleTitlePage.pdf.</p>	
<p>1.1.2 Abstract</p> <p>The abstract is expected to provide a concise, accurate account of the thesis/practicum. Abstract maximum length is 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>1.1.3 Acknowledgements</p> <p>The content of this single page is left to the discretion of the author. For example, the page may make reference to the student/candidate's advisor 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>1.1.4 Dedication</p> <p>A single page pertaining to a dedication is allowed.</p>	

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<p>1.1.5 Table of Contents</p> <p>This must list and provide page references to, all elements of the thesis/practicum. The numbering and formatting must be identical to the way the material appears in the text. Page numbers should be right justified.</p>	
<p>1.1.6 List of Tables</p> <p>This should immediately follow the Table of Contents and be of the same format. The list must include the number, name and page number of each table.</p>	
<p>1.1.7 List of Figures</p> <p>This should immediately follow the List of Tables and be of the same format as the Table of Contents. The list must include the number, name and page number of each figure.</p>	
<p>1.1.8 List of Copyrighted Material</p> <p>On occasion students/candidates include images, figures, photos and other materials from copyrighted sources. Written permission from the copyright holder is required. This should follow the List of 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.</p>	
<p>1.2 Format</p> <p>1.2.1 Styles</p> <p>The thesis/practicum should be written in a standard style manual that has been recommended by the unit. Manuals recommended by the Faculty of Graduate Studies include but are not limited to:</p> <ul style="list-style-type: none"> • American Psychological Association, Publication Manual of the American Psychological Association; • Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations; • The Modern Language Association of America, MLA Handbook for Writers of Research Papers; • University of Chicago Press, The Chicago Manual of Style; <p>Students should always use the latest edition available. If there is a conflict between the instructions in this booklet and the style manual chosen, the former should be followed.</p>	
<p>1.2.2 Spelling</p> <p>Canadian, British or American spelling is acceptable, but one style must be used consistently throughout the document.</p>	
<p>1.2.3 Format</p> <p>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>1.2.4 Margins</p> <p>It is imperative that the specified margins be observed throughout the thesis/practicum. Leave at least a one inch (1.0") margin from the top, bottom, left, and right hand edges of the paper. These margins apply to all material, including appendices, diagrams, maps, photographs, charts, tables, and others.</p>	
<p>1.2.5 Page Numbers</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>1.3 Footnotes, References and Appendices</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>1.4 Figures, Illustrations, Photographs and Design Drawings</p> <p>1.4.1 Illustrative Material</p> <p>All illustrative material must be consistent throughout the thesis/practicum. All figures, illustrations, photographs and drawings must be numbered consecutively in Arabic numerals and accompanied with a title. The material should appear as soon as possible after as it is mentioned in the text. All original materials should be of high quality, with sharp and clear images.</p> <p>1.4.2 Layout of Tables and Figures</p> <p>Each table and figure must have a number and title. The number and title should appear at the top 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>1.5 Additional Materials</p> <p>1.5.1 Consent and Access to Information Forms</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>1.5.2 Use of Copyrighted Material</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 (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) 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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provided.	
For further information on copyright see: http://umanitoba.ca/admin/vp_admin/ofp/copyright/index.html	
<p>2.0 Manuscript/Grouped Manuscript Style</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>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.</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>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.</p> <p>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.</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>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.</p>	

APPENDIX A

Elective Courses

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

- Problems in Ethnological Research (ANTH 7900)
- Studio Topics in Environmental Processes (ARCG 7102), when topic is Service Learning in the Global Community
- Empirical Perspectives on Social Organization and Health (CHSC 7490)
- Health Survey Research Methods (CHSC 7870)
- Disability Studies (DS 7010)
- History of Disability (DS 7020)
- Selected Topics in Disability Studies (DS 7040)
- Summer Institute on Fostering Leadership Capacity to Support First Nations, Métis and Inuit Learners (a version of EDUA 7100 = Topics in Educational Administration)
- Summer Institute on Human Rights Education: A Partnership with the Canadian Museum for Human Rights (EDUA 5080 and EDUB 5220)
- 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 (a version of EDUA 7330 = Topics in Educational Foundations)
- Cross-Cultural and Diversity Counselling (EDUA 7560)
- Action Research in Education (EDUA 7600)
- Critical Applied Linguistics in a Global Context (EDUB 7212)
- Culture, Citizenship and Curriculum (EDUB 7270)
- Writing Workshop: Writing for/as Human Rights (a version of Seminar in Educational Thought = EDUB 7340)
- Curriculum Development: Writing for/as Human Rights (a version of Independent Studies in Curriculum = EDUB 7350)
- Seminar in Environmental Education (EDUB 7990)
- Topics in Cultural Studies (ENGL 7860) when the topic is An Introduction to Genocide Studies
- Selected Topics in Archival Studies (HIST 7392), when the topic is Archives, Public Affairs, and Truth & Reconciliation Commission of Canada
- Gender and the Law (LAW 3070)*
- Immigration 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)*
- Current Legal Problems B (LAW 3980)* when topic is any of the following:
 - Aboriginal Law – Criminal Justice and Family Law
 - Advocating for the Rights of Indigenous People in International Law
 - Language Rights
 - Métis Peoples and Canadian Law

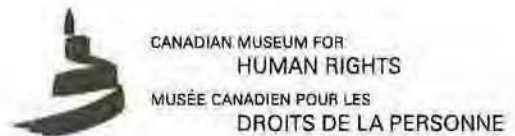
- Philanthropy and the Law
- Poverty Law
- Issues in Colonization (NATV 7240)
- The Role of Information Management in Sustainable Resource Use (NRI 7200)
- Human Dimensions of Natural Resources and Environmental Management (NRI 7222)
- Environmental Justice and Ecosystem Health (NRI 7340)
- Sustainable 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 and Knowledge Development (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 related to human rights or social justice in other departments.

These courses will not necessarily be offered every year, the decision being up to individual departments. 172 seats were available in the listed courses in 2016-17, more than enough to accommodate the 60 seats that would be required for MHR students. Some law courses above (but no listed grad courses) reserve seats for certain students until the first week of August. Wording for online registration can be changed to "Some space is reserved for Faculty of Law and MHR students." 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



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, reading "Marcia V.J. Kran". The signature is fluid and cursive, with the first name "Marcia" being the most prominent part.

Marcia V.J. Kran



POSTAL ADDRESS-ADRESSE POSTALE UNITED NATIONS, N.Y. 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.

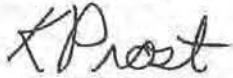
As to the content, I am struck by the multidisciplinary approach proposed which I believe captures the practical reality of human rights practice today. It is a field which spans disciplines and any program related to the subject area should be similarly broad in approach.

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', with a stylized, cursive script.

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:

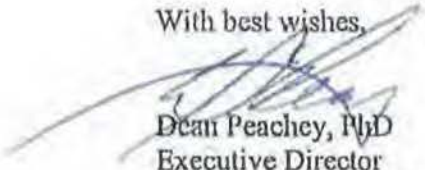
I have had the opportunity to review the University of Manitoba proposal to establish a Master of Human Rights program, and am pleased to offer my endorsement for this proposal. The proposed program will fill a growing demand for human rights studies, and will be a forerunner in western Canada. The growing 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

A handwritten signature in black ink, appearing to read 'B Jarniewski', with a stylized flourish at the end.

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.

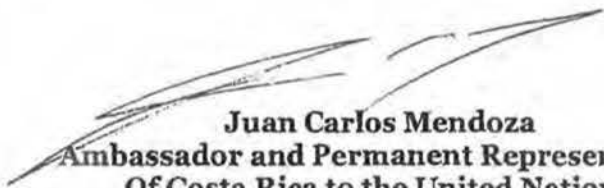
In this regard, Human Rights have been historically a fundamental condition in the national policies of Costa Rica. The history of Costa Rica is rich in laws and institutional actions in order to guarantee the fundamental rights and freedom of our citizens.

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.

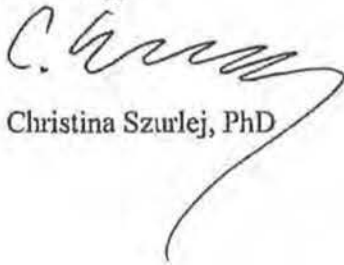
Launching a Master's in Human Rights at the University of Manitoba would enable graduates to pursue a variety of careers. At the provincial government level, graduates of the program could become Human Rights Officers at the Manitoba Commission for Human Rights, or draw from their expertise to inform 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.

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), 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
Charity Number 82181 4019 RR0001



40 ans
years
1975-2015

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Ottawa, Ontario
K1N 6P1 Canada

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Fax/Téléc : 613-594-4704
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 21st 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,



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**

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 C

Internal Support

The University of Manitoba's Senate Planning and Priorities Committee recommended Jan. 30, 2017, "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."

The Law Faculty Council unanimously passed the following motion June 28, 2017:
To approve that the Masters of Human Rights (MHR) be based in the Faculty of Law.

The Law Faculty Council had already passed this motion May 8, 2014:

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.



UNIVERSITY
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Alumni and Donor Relations
200-137 Innovation Drive
Winnipeg, Manitoba R3T 6B6

Phone: 204.474.9195 Toll-Free: 1-800-330-8066
Fax: 204.474.7635 Email: donor.relations@umanitoba.ca

November 20, 2017

Kathleen Sobie
Executive Director, Financial Planning
202G Administrative Building
University of Manitoba
Winnipeg, MB R3T 6B6

Dear Kathleen,

Through the Province of Manitoba's Manitoba Scholarship and Bursary Initiative (MSBI), the University is able to access matching funds equal to 50% of the annual spending allocation of donor-funded endowed student awards. To date, \$500,000 has been raised in endowed Master of Human Rights student fellowships and bursaries, producing an annual spending allocation of approximately \$20,000. This amount will be matched with \$10,000 through the MSBI, resulting in a minimum annual spending allocation of \$30,000 to be disbursed to students. Donor Relations is in support of designating MSBI matching funds to Master of Human Rights student fellowships and bursaries for as long as the MSBI program is in existence and the fund continues to meet program criteria.

Donor Relations will continue to work with the Faculty of Law to secure additional funds for Master of Human Rights student fellowships and bursaries, with the intentions of further growing the size of the endowment fund and the annual MSBI matching amount.

Sincerely,

Vanessa Shaff, MBA
Acting Associate Vice-President

FRONT AND CENTRE

THE CAMPAIGN FOR THE UNIVERSITY OF MANITOBA



UNIVERSITY
OF MANITOBA

University of Manitoba Libraries

Statement for New Programme

Libraries

Faculty	Graduate Studies
Subject	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.

	Monographs			Periodicals		
Author/Ed.	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
TOTAL	1635	1319	80.7	627	603	96.2



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 black ink, 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.



Dean of Law, Robson Hall
Winnipeg, Manitoba
R3T 2N2
Canada
Fax (204) 474-7580
Phone (204) 474-6130

August 11th, 2017.

Dear President Barnard,

As you know, the Faculty of Law has had a long-standing commitment to human rights and social justice. Aside from our faculty expertise, we also house the Centre for Human Rights Research. In keeping with this commitment, I am writing to apprise you of the Faculty of Law's enhanced commitment to the Master of Human Rights program following a recent vote by our Faculty Council.

On June 28, 2017, Law Faculty members voted unanimously, with no abstentions, "to approve that the Masters of Human Rights (MHR) be based in the Faculty of Law," including the appointment of a Chair in Human Rights and Social Justice.

Indeed, to emphasize the importance of these developments, I myself will teach a Human Rights Law course this fall to generate some excitement in this area. I will also host a conference on human rights and nuclear weapons, which will be held at the Canadian Museum for Human Rights Oct 12-13.

In collaboration with the original proponents of the Master of Human Rights program, we have revised the proposal to reflect this new commitment from the Faculty of Law, including:

- in-kind assistance from law staff;
- our support for finding space in Robson Hall to accommodate the program, if that proves to be the best option;
- access for Master of Human Rights students to the ground floor Robson Hall student lounge and kitchen; and
- collaboration on professional workshops that would be of benefit to both law and MHR students.

The MHR program will continue to be truly interdisciplinary, with input from an inter-faculty committee. To streamline administration, the director will report to me or my successors and the Faculty of Law will manage the program's budget.

I look forward to being part of this exciting initiative that I believe will significantly benefit our law school, the university and Canada.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "J. Black-Branch".

Dr. Jonathan L. Black-Branch



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

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.

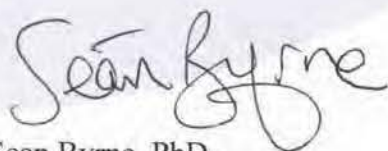
Should the University of Manitoba seek to locate a newly established Master of Human Rights in St. Paul's College, a building currently owned by St. Paul's College Limited, the College's Board of Governors is prepared to consider a proposal to set aside two currently occupied offices on the top floor 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

A handwritten signature in black ink, appearing to read 'C. Adams', with a long horizontal stroke extending to the right.

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

A handwritten signature in black ink, appearing to read 'Sean Byrne', with a stylized, cursive script.

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

Disability Studies

An Interdisciplinary Program

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

August 4, 2015

Letter of Support, Master of Human Rights Program

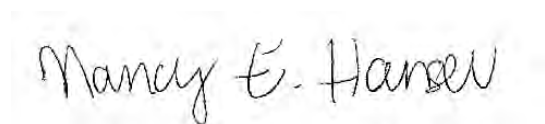
Winnipeg is the cradle of the Canadian disability rights movement. National disability organizations located in Winnipeg were instrumental in the development and ultimate passage of the UN Convention on the Rights of Persons with Disabilities (2010), to which Canada is a signatory.

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
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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

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.

APPENDIX E



UNIVERSITY
OF MANITOBA

Physical Plant
Architectural & Engineering Services

89 Freedman Crescent
Winnipeg, Manitoba
Canada, R3T 2N2

ORDER OF MAGNITUDE COSTING

CLASS D

Project: Robson Hall
Room 103 Renovation
Date: August 8, 2017
Req. #: 251c170321-04
Ver. # 1
Client: James Robinson
Faculty of Law
AES Rep: Andrew Lovatt
Architectural and Engineering Services

Background Request:

- Renovation for Master of Human Rights program
- Renovate room from seminar classroom to student study carrels c/w electricity (20)

Program Scope:

- Net Floor Area (s.f.) to be renovated 650
- Schedule TBD
- Include storage room 103A

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:

4 months

Approval:

F	O	A	P	A	L

\$153,000.00

Cory Fielding
Assistant Director (PP - AES)

James Robinson
Financial Officer

Signature

Signature (Signing Authority on FOAP)

Jaret Klymchuk
Director (PP - AES)

Jonathan Black-Branch
Dean

Jaret Klymchuk Aug 08, 2017

Signature

Signature (Dean / Director)

APPENDIX F

Faculty Advisors

These faculty members have agreed to serve as faculty advisors:

- Anthropology: Kathleen Buddle, 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: Jonah Corne, Mark Libin, Adam Muller, Struan Sinclair
- French: Dominique Laporte
- German: Stephan Jaeger
- Labour Studies: David Camfield
- Law: Karen Busby, Shauna Labman, Lorna Turnbull
- Native Studies: Christopher Trott
- 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
- Community Health: Brenda Elias
- Environment and Geography: Bruce Erickson
- Kinesiology and Recreation Management: Sarah Teetzel
- Natural Resources: Shirley Thompson
- Nursing: Benita Cohen

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

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 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 endorsed an earlier version of a proposal to establish a Master of Human Rights program at its meeting on January 30, 2017. The proposal was subsequently considered by Senate at its meeting on April 5, 2017, where, following a lengthy discussion Senate approved a motion to postpone discussion of the proposal indefinitely.
3. At its meeting on November 27, 2017, the SPPC considered a revised proposal to establish a Master of Human Rights program. The proposal has been revised to address several concerns that had been raised by Senate in April.
4. Dr. Mondor, Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies, has communicated his support for the revised proposal, in his memo dated November 17, 2017.

Observations:

1. The proposed Master of Human Rights (M.H.R.) would be based in the Faculty of Law. It would, however, be an interdisciplinary program that would draw on expertise from across the University, including, in addition to the Faculty of Law, the Faculties of Arts, Education, and Social Work, the Centre for Human Rights Research, the Mauro Centre for Peace and Justice, and the National Centre for Truth and Reconciliation. The Director of the M.H.R. program would report to the Dean, Faculty of Law, and would serve as Chair of the M.H.R. program committee, which would include, among others, representatives of the four participating faculties (voting) and the affiliated centres (non-voting), as detailed in the Supplemental Regulations included with the proposal.
2. The purpose of the program would be to 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. The program will emphasize critical engagement with the conception, practice and institutionalization of human rights while preparing students to make ethical, informed, innovative and effective contributions to human rights work locally, nationally and globally."
3. 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 in a context of 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.

4. 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.
5. A maximum of twenty (20) students would be admitted to the program each year.
6. 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. Applicants would also be required to provide two letters of reference and a statement of interest, as detailed in the proposal.
7. 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.
8. The practicum/major research project stream would be a 16-month program and the thesis stream would be a 16- to 24-month program.
9. 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.
10. The total cost of delivering the program would be \$447,331, in Year 4. Resources would be derived from the following sources:
 - tuition and practicum fees , which would generate \$195,381 and \$10,150, respectively, assuming an annual intake of 20 students and taking into account inflation;
 - annual income (\$121,800) from a \$3 million endowment fund for a research chair, to be established with a gift from a private donor(s);
 - annual income (\$80,000) from a \$2 million endowment fund for graduate fellowships and bursaries, to be established with a gift from private donors and, potentially, matching funds (\$40,000) from the Manitoba Scholarship and Bursary Initiative.
11. The SPPC was informed that (i) a \$3 million gift from a family foundation, which would be used to cover costs related to salary and benefits for a Chair in Human Rights, had been secured; (ii) \$500,000 had been raised toward the endowment fund for graduate fellowships and bursaries. The Dean, Faculty of Law, has indicated that he would make it a priority to secure the remaining funds for scholarships and bursaries.

12. Revenues identified in observation 10 would be allocated to (i) salary and benefits for 1.0 FTE faculty position, appointed at the rank of assistant professor (endowed chair) (\$151,073), one 0.5 FTE Office Assistant 3, and one 0.75 FTE Administrative Assistant 2 (total for new administrative staff = \$90,102); (ii) cover a total of 12 teaching-release credits for the graduate program director (6 credit hours), and professors teaching core M.H.R. courses (2 instructors x 3 credit hours); (iii) fellowships and bursaries (\$120,00); (iv) operating costs (\$30,923); and (v) the tax on grant and tuition revenue (\$34,680) and administrative overhead costs (\$20,553).
13. The Faculty of Law would provide \$35,287 in 2019-20 (fiscal Year 1) to cover start-up costs that would be incurred before there was sufficient income from tuition and the endowment fund to fully support the program.
14. The Faculty of Law has sufficient space in Robson Hall to accommodate two additional faculty members, including the program Director, and additional administrative staff who would be hired to support the program. Also, space in the building is being furnished to accommodate twenty graduate student study carrels.
15. 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.
16. The committee discussed at some length the difference between the funds raised to date to support graduate student fellowships (\$500,000) and the fund raising target (\$2 million). Recognizing that there is a general need for increased graduate student support across programs at the University and anticipating that the M.H.R. would attract a full complement of students, the committee would strongly encourage the Faculty of Law to continue to work with External Relations to endeavour to raise funds to meet the \$2 million target for the endowment.
17. At its meeting on January 30, 2017, and on the basis of the SPPC's criteria for assigning priority to new programs / initiatives,¹ the Committee recommended 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

¹ http://umanitoba.ca/admin/governance/media/SPPC_Assigning_Priorities_to_New_Programs-Initiatives.pdf

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

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

- 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

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

- 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

- Year 3: enrolments (15) / Graduates (15)
- Year 4: enrolments (15) / Graduates (15)
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- **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

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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

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

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 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 endorsed an earlier version of a proposal to establish a Master of Human Rights program at its meeting on January 30, 2017. The proposal was subsequently considered by Senate at its meeting on April 5, 2017, where, following a lengthy discussion Senate approved a motion to postpone discussion of the proposal indefinitely.
3. At its meeting on November 27, 2017, the SPPC considered a revised proposal to establish a Master of Human Rights program. The proposal has been revised to address several concerns that had been raised by Senate in April.
4. Dr. Mondor, Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies, has communicated his support for the revised proposal, in his memo dated November 17, 2017.

Observations:

1. The proposed Master of Human Rights (M.H.R.) would be based in the Faculty of Law. It would, however, be an interdisciplinary program that would draw on expertise from across the University, including, in addition to the Faculty of Law, the Faculties of Arts, Education, and Social Work, the Centre for Human Rights Research, the Mauro Centre for Peace and Justice, and the National Centre for Truth and Reconciliation. The Director of the M.H.R. program would report to the Dean, Faculty of Law, and would serve as Chair of the M.H.R. program committee, which would include, among others, representatives of the four participating faculties (voting) and the affiliated centres (non-voting), as detailed in the Supplemental Regulations included with the proposal.
2. The purpose of the program would be to 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. The program will emphasize critical engagement with the conception, practice and institutionalization of human rights while preparing students to make ethical, informed, innovative and effective contributions to human rights work locally, nationally and globally."
3. 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 in a context of 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.

4. 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.
5. A maximum of twenty (20) students would be admitted to the program each year.
6. 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. Applicants would also be required to provide two letters of reference and a statement of interest, as detailed in the proposal.
7. 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.
8. The practicum/major research project stream would be a 16-month program and the thesis stream would be a 16- to 24-month program.
9. 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.
10. The total cost of delivering the program would be \$447,331, in Year 4. Resources would be derived from the following sources:
 - tuition and practicum fees , which would generate \$195,381 and \$10,150, respectively, assuming an annual intake of 20 students and taking into account inflation;
 - annual income (\$121,800) from a \$3 million endowment fund for a research chair, to be established with a gift from a private donor(s);
 - annual income (\$80,000) from a \$2 million endowment fund for graduate fellowships and bursaries, to be established with a gift from private donors and, potentially, matching funds (\$40,000) from the Manitoba Scholarship and Bursary Initiative.
11. The SPPC was informed that (i) a \$3 million gift from a family foundation, which would be used to cover costs related to salary and benefits for a Chair in Human Rights, had been secured; (ii) \$500,000 had been raised toward the endowment fund for graduate fellowships and bursaries. The Dean, Faculty of Law, has indicated that he would make it a priority to secure the remaining funds for scholarships and bursaries.

12. Revenues identified in observation 10 would be allocated to (i) salary and benefits for 1.0 FTE faculty position, appointed at the rank of assistant professor (endowed chair) (\$151,073), one 0.5 FTE Office Assistant 3, and one 0.75 FTE Administrative Assistant 2 (total for new administrative staff = \$90,102); (ii) cover a total of 12 teaching-release credits for the graduate program director (6 credit hours), and professors teaching core M.H.R. courses (2 instructors x 3 credit hours); (iii) fellowships and bursaries (\$120,00); (iv) operating costs (\$30,923); and (v) the tax on grant and tuition revenue (\$34,680) and administrative overhead costs (\$20,553).
13. The Faculty of Law would provide \$35,287 in 2019-20 (fiscal Year 1) to cover start-up costs that would be incurred before there was sufficient income from tuition and the endowment fund to fully support the program.
14. The Faculty of Law has sufficient space in Robson Hall to accommodate two additional faculty members, including the program Director, and additional administrative staff who would be hired to support the program. Also, space in the building is being furnished to accommodate twenty graduate student study carrels.
15. 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.
16. The committee discussed at some length the difference between the funds raised to date to support graduate student fellowships (\$500,000) and the fund raising target (\$2 million). Recognizing that there is a general need for increased graduate student support across programs at the University and anticipating that the M.H.R. would attract a full complement of students, the committee would strongly encourage the Faculty of Law to continue to work with External Relations to endeavour to raise funds to meet the \$2 million target for the endowment.
17. At its meeting on January 30, 2017, and on the basis of the SPPC's criteria for assigning priority to new programs / initiatives,¹ the Committee recommended 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

¹ http://umanitoba.ca/admin/governance/media/SPPC_Assigning_Priorities_to_New_Programs-Initiatives.pdf

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

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

- 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

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

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

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Respectfully submitted,

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

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