

Senate
Frederic Gaspard Theatre,
2nd Floor, Basic Medical Sciences Bldg.
WEDNESDAY, April 3, 2019
1:30 p.m.

A G E N D A

I MATTERS TO BE CONSIDERED IN CLOSED SESSION

1. **Report of the Senate Committee on Honorary Degrees
[March 28, 2019]**

The report will be provided to members of Senate at the meeting. Documentation will be available for examination by eligible members of Senate the day preceding the Senate meeting in the Office of the University Secretary.

II MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

1. **Report of the Senate Committee on Medical Qualifications Page 4
RE: Dr. Ashish Shah**

Dr. Shah's curriculum vitae will be available for inspection by members of Senate in the Office of the University Secretary and in the Dean's Office, College of Medicine, prior to the April Senate meeting.

2. **Report of the Faculty Council of Graduate Studies Page 16
on Program and Curriculum Changes RE: BFAR Statements,
Departments of Animal Science, Civil Engineering, Entomology,
Mechanical Engineering, and Pathology, and College of
Rehabilitation Sciences**

III MATTERS FORWARDED FOR INFORMATION

1. **Report of the Senate Committee on Awards – Part A Page 27
[February 19, 2019]**
2. **In Memoriam: Dr. Marilyn Baker Page 42**
3. **Student Advocacy Annual Report, 2016-2017 and 2017-2018 Page 43**
4. **Proposed Admission Targets, 2019/2020 Page 57**
5. **Request for Temporary Increase to Admission Target, Page 59
Bachelor of Kinesiology, Faculty of Kinesiology and
Recreation Management (*for consultation*)**

6.	Correspondence from President and Vice-Chancellor RE: Increase to Admission Targets, Bachelor of Health Sciences and Bachelor of Health Studies Degrees, <u>President's Approval</u>	Page 64
7.	<u>Vacancies on Senate Committees</u>	Page 65
8.	Items Approved by the Board of Governors <u>[February 21, 2019]</u>	Page 68
IV	<u>REPORT OF THE PRESIDENT</u>	Page 69
V	<u>QUESTION PERIOD</u>	
	Senators are reminded that questions shall normally be submitted in writing to the University Secretary no later than 10:00 a.m. on the Friday preceding the meeting.	
VI	<u>CONSIDERATION OF THE MINUTES OF THE MEETING OF MARCH 6, 2019</u>	
VII	<u>BUSINESS ARISING FROM THE MINUTES</u> - none	
VIII	<u>REPORTS OF THE SENATE EXECUTIVE COMMITTEE AND THE SENATE PLANNING AND PRIORITIES COMMITTEE</u>	
1.	<u>Report of the Senate Executive Committee</u>	Page 80
2.	<u>Report of the Senate Planning and Priorities Committee</u>	
	The Chair will make an oral report of the Committee's activities.	
IX	<u>REPORTS OF OTHER COMMITTEES OF SENATE, FACULTY AND SCHOOL COUNCILS</u>	
1.	Report of the Senate Committee on Awards – Part B <u>[February 19, 2019]</u>	Page 81
2.	<u>Reports of the Senate Committee on Instruction and Evaluation</u>	
a)	RE: Modification of Academic Assessment Standards, <u>Faculty of Agricultural and Food Sciences</u>	Page 85
b)	RE: Proposed Academic Regulations for <u>Programs in the Max Rady College of Medicine</u>	
(i)	<u>Learners with Bloodborne Pathogens Policy</u>	Page 95
(ii)	<u>Student Immune Status Requirements Policy</u>	Page 102

3.	Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes <u>RE: Closure of Ph.D. in Cancer Control</u>	Page 110
4.	Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes <u>RE: Revised Academic Guide, Faculty of Graduate Studies</u>	Page 122
5.	Reports of the Faculty Council of Graduate Studies on <u>Course, Curriculum and Regulation Changes</u>	
a)	<u>RE: Department of Computer Science</u>	Page 194
b)	<u>RE: Department of Electrical and Computer Engineering</u>	Page 202
c)	<u>RE: Department of Physical Therapy</u>	Page 213
d)	RE: Asper School of Business, Master of Business Administration, Correction to Report of <u>December 13, 2018</u>	Page 223
X	<u>ADDITIONAL BUSINESS</u> - none	
XI	<u>ADJOURNMENT</u>	

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



UNIVERSITY
OF MANITOBA

Rady Faculty of
Health Sciences

Rady Faculty of Health Sciences

Academic Affairs Office
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Winnipeg, Manitoba
Canada R3E 0W2
Phone: 204-977-5647

February 14, 2019

Ms. Shannon Coyston, Academic Specialist
Office of the University Secretary
314C Administration Building

Re: Application for Approval under Subsection 181 of the Regulated Health Professions Act - Dr. Ashish Shah

Dear Colleagues:

The Senate Committee on Medical Qualifications met on February 7, 2019 to consider the application from the Department of Internal Medicine, Max Rady College of Medicine, Rady Faculty of Health Sciences, University of Manitoba, to grant Dr. Ashish Shah a certificate under the academic seal of the University. Dr. Shah's Curriculum Vitae and letters of support are enclosed.

Dr. Shah received his MBBS and Medical Degree from the B.J. Medical College & Gujarat University, Ahmedabad, India, in 1996 and 1999, respectively. He obtained his Board Certificate in General Medicine & Cardiology from the UK in 2009 and completed a clinical fellowship in Cardiovascular Medicine at the Nottingham University Hospitals NHS Trust, Nottingham, UK. He continued his training at the University of Toronto where he completed two fellowships, in Interventional Cardiology (2014), and in Structural and Congenital Heart Disease Interventions (2016). In 2017 he joined the Department of Internal Medicine at the University of Manitoba in the Section of Cardiology as a Clinician Scientist and Assistant Professor. Since his appointment, he has been successful in obtaining foundational funding from sources such as the Cardiology Research Development Fund and the Manitoba Medical Services Foundation. He is a member of the Institute of Cardiovascular Sciences, with a cross appointment in the Department of Physiology and Pathophysiology and was also key player in the establishment of the Adult Congenital Heart Disease laboratory at the St Boniface Asper Clinical Institute.

Dr. Shah has demonstrated his potential as a clinician scientist. Letters of reference from his mentors and colleagues at the University of Toronto and the University of Manitoba speak to Dr. Shah's outstanding qualities as a physician and researcher. His contributions to the Section of Cardiology have already been significant in both the academic and clinical care domains. The commitment to retain Dr. Shah in the Department of Internal Medicine is clear from letters provided by Drs. Renner and Jassal.

The Senate Committee on Medical Qualifications supports this application for the use of Subsection 181 of the Registered Health Professions Act pertaining to licensure for academic faculty. The Head of the Department of Internal Medicine, Dr. Renner and the Senate Committee on Medical Qualifications agree, that Dr. Shah's expertise will be highly beneficial in the Section of Cardiology, Department of Internal Medicine, Max Rady College of Medicine, Rady Faculty of Health Sciences and the University of Manitoba and to St. Boniface Hospital, where he will practice.

The Senate Committee on Medical Qualifications would appreciate your support for this application to grant Dr. Shah a certificate under the academic seal of the University to the College of Physicians and Surgeons of Manitoba.

Sincerely,

Sara J. Israels, MD FRCPC
Vice Dean, Academic Affairs, Rady Faculty of Health Sciences
Chair, Senate Committee on Medical Qualifications

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

Cc: Dr. Eberhard Renner, Head, Department of Internal Medicine
Dr. Brian Postl, Dean, Max Rady College of Medicine, Vice Provost, Rady Faculty of Health Sciences
Dr. Anna Ziomek, Registrar, College of Physicians & Surgeons of Manitoba



UNIVERSITY
OF MANITOBA

Rady Faculty of
Health Sciences

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January 15, 2019

Dr. Sara Israels MD, FRCPC
Assistant Dean, Academic Affairs
University of Manitoba
675 McDermot Ave
Winnipeg, MB R3E 0V9

Re: Dr. Ashish Shah's Licensure through Subsection 181 of the Regulated Health Professions Act

Dear Dr. Israels:

I refer to our previous correspondence in this matter and am writing this letter respectfully asking for your help with Dr. Ashish Shah's licensure through Subsection 181 of the Regulated Health Professions Act.

Dr. Ashish Shah obtained his MBBS and MD (Internal Medicine) at the B.J. Medical College and Gurjurat University in Ahmedabad, India in 1996 and 1999, respectively. Between 1999-2002, Dr. Shah held the academic position of Assistant Professor in Internal Medicine at the New Civil Hospital in Surat, India and the B.J. Medical College in Ahmedabad, India. He subsequently trained as a resident in Internal Medicine and Cardiology at the University Hospital of Coventry and Warwickshire NHS Trust in the UK, completing his MRCP in 2004. Between 2004 and 2007, he was a fellow in Cardiovascular Medicine Research/Clinical Pharmacology at the King's College in London, UK. Following his board certification in Internal Medicine and Adult Cardiology in 2013 in the UK, he completed (between 2013 and 2016) two fellowships in Interventional Cardiology and Adult Congenital Heart Disease (ACHD), respectively, at the University of Toronto. From 2016-2017, he worked as a consultant in ACHD and structural and coronary intervention in the Central Manchester University hospital in the UK.

In the fall of 2017, Dr. Shah was recruited as a Clinician Scientist and Assistant Professor of Medicine to the Section of Cardiology, Department of Internal Medicine, University of Manitoba and the WRHA Cardiac Sciences Program. Amongst the 30 GFT members in the Section of Cardiology, Department of Internal Medicine, Dr. Shah's training in both ACHD and structural heart disease is a highly unique clinical skillset that continues to benefit all of Manitoba in the research, educational, and clinical pillars.

As a Clinician-Scientist in the Section of Cardiology, Department of Internal Medicine, Dr. Shah has 50% protected research time where his research focus is in the field of Adult Congenital Heart Disease and Structural Heart Disease. He is a member of the Institute of Cardiovascular Sciences at the St. Boniface Albrechtsen Research Centre with a cross appointment in the Department of Physiology and Pathophysiology at the University of Manitoba. Since joining in the fall of 2017, Dr. Shah continues to be productive in his research endeavours. With respect to independent research funding, Dr. Shah received start-up funding through partnerships between the University of Manitoba Dean's Fund, Department of Internal Medicine, WRHA Cardiac Sciences Program, and the St. Boniface Hospital research foundation in the amount of \$175,000.00. He has established the ACHD laboratory at the St. Boniface Asper Clinical Institute. Since fall of 2017, Dr. Shah has been the recipient of 2 separate research grants including: i) Cardiology Research Development Fund: "Identification of novel biomarkers of disease progression in individuals with Fontan circulation" in the amount of \$10,000.00; and ii) Manitoba Medical Services

Foundation: "Novel methods for selecting appropriate patients undergoing trans-catheter aortic valve implantation (TAVI): A pilot project" in the amount of \$30,000.00.

With respect to knowledge translation, Dr. Shah has presented his research findings at a number of national and international venues including publications in peer-reviewed journals. As a leader in the field of ACHD and Interventional Cardiology, Dr. Shah was an invited faculty member at a number of international meetings in 2018 including CRT, TCT, and the CSI-UCSF meetings. Since 1996, he has a total of 106 publications (7 publications in 2017/2018) in a number of high impact journals including Lancet, JACC: Cardiovascular Interventions, and Circulation. He serves as a scientific reviewer on a number of peer-reviewed journals including Catheterization and Cardiovascular Intervention, Canadian Journal of Cardiology, Canadian Medical Association Journal, Mayo Clinic Proceedings, Heart, Lung, and Circulation, and Annals of Internal Medicine. He also currently holds two patents pertaining to the use of a radial artery hemostatic device and balloon prototypes in the field of Interventional Cardiology.

When Dr. Shah was recruited in fall of 2017, despite his extensive training in the UK and at the University of Toronto, the College of Physicians and Surgeons of Manitoba granted Dr. Shah a temporary license with an obligation to complete his RCPSC in Internal Medicine examination within two years. As discussed previously, I am respectfully asking that the Senate consider Dr. Ashish Shah's licensure under Section 64 of the Manitoba Medical Act, in lieu of forcing him to write and pass the Royal College exams. Given his previous positions as Assistant Professor from 1999-2002 in India, consultant at the Central Manchester University hospital in the UK from 2016-2017, and now Assistant Professor at the University of Manitoba since 2017, his impressive research portfolio and his unique clinical skillset in ACHD and Interventional Cardiology, Dr. Sha is an invaluable asset to our University that no current Canadian trainee nor senior academic is able to offer.

Thank you in advance for your consideration.

Please do not hesitate to contact me should you need any further information.

Sincerely,



Eberhard L. Renner MD FRCPC FAASLD
Professor and Head
Department of Internal Medicine
Medical Director, WRHA Medicine Program
Max Rady College of Medicine, Faculty of Health Sciences
University of Manitoba

ELR/ikr

Enclosure:

- CV Dr. Ashish Shah (Dec 2018)
- Supporting letters: Dr. Lee Benson, Dr. Eric Horlick, Dr. Davinder S. Jassal, Dr. Erwin Oechslin

Lee Benson, MD FRCPC

Interventional Cardiology
Adult Congenital Heart Disease
Toronto General Hospital, Hospital for Sick Children
Professor of Pediatrics (Cardiology), University of Toronto

Attn:

Dr. Sara Israels MD, FRCPC
Assistant Dean, Academic Affairs
University of Manitoba
675 McDermot Ave
Winnipeg, Manitoba, Canada
R3E 0V9

Dear Dr. Israels,

Re: Dr. Ashish Shah

It is my pleasure to support the application of Dr. Shah for an unrestricted license to practice medicine in Manitoba.

I have known Ashish for a number of years, beginning with his clinical training in the Adult Congenital Heart Disease at the Toronto General Hospital and through his tenure as a fellow in congenital and structural heart disease interventions. He has been trained in coronary, structural and congenital heart disease interventions and completed 3 years of fellowship at the Peter Munk Cardiac Centre, Toronto General Hospital, in addition to his formal training in the UK. From a technical vantage point, he is an excellent operator and has been trained in every aspect of structural – congenital heart disease interventions.

After residency in Internal Medicine, he worked as an Assistant Professor (Internal Medicine) for 3 years in the Government Medical College in Gujarat, India. In the UK, he successfully completed the Royal College of Physicians exam and obtained the Membership of the Royal College of Physicians and Surgeons (MRCP) in 2004. Prior to joining the cardiology fellowship, he pursued additional training in basic cardiovascular research at King's College London and obtained a Doctor of Medicine. His cardiology fellowship in UK constituted 3 years of general cardiology and 2 years of interventional cardiology training.

Ashish has demonstrated an academic interest in ACHD/structural interventions as reflected by numerous publications, and what I believe “out of box” lateral thinking. Ashish has published his research work in high impact journals such as European Heart Journal,

Toronto Congenital Cardiac Centre For Adults

Program Director

Erwin Oechslin, MD

Research Director

Candice Silversides, MD

Fellowship Director

Lucy Roche, MD

Director ACHD Surgery

Edward Hickey, MD

Cardiology

Lee Benson, MD Jack Colman, MD
Andrew Crean, MD Eric Horlick, MD
Luc Mertens, MD Erwin Oechslin, MD
Mark Osten, MD Lucy Roche, MD
Candice Silversides, MD Rachel Wald, MD
Gary Webb, MD

Congenital Cardiovascular Surgery

Chris Caldarone, MD Tirone David, MD
Chris Feindel, MD Christoph Haller, MD
Edward Hickey, MD Osami Honjo, MD
Maral Ouzounian, MD Glen Van Arsdell, MD

Interventional Cardiology

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Kate Hanneman, MD Elsie Nguyen, MD
Erwin Oechslin, MD Mini Pakkal, MD
Lucy Roche, MD Candice Silversides, MD
Rachel Wald, MD Bernd Wintersperger, MD

Electrophysiology

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Louise Harris, MD Krishnakumar Nair, MD

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Annette Vegas, MD

The Dalglish Family 22q Clinic

Anne Bassett, MD Maria Corral, MD

Genetics

David Chitayat, MD Chantal Morel,
Jillian Murphy, MSc CCGC

Heart Failure

Lucy Roche, MD Heather Ross, MD

Circulation, Circulation: Cardiovascular Research, Journal of American College of Cardiology: Cardiovascular Interventions, Cardiovascular Research, Journal of Cardiac Failure, Heart, Platelets, and the International Journal of Cardiology. He is also an invited reviewer for the Canadian Journal of Cardiology, Canadian Medical Association Journal, Catheterization and Cardiovascular Interventions, Heart Lung and Circulation, Mayo Clinic Proceedings, Annals of Internal Medicine, Journal of Interventional Cardiology, European Medical Journal, and Journal of General Internal Medicine.

In addition to his first author publications, he has participated in a number of multi-center studies demonstrating an understanding of their importance of working together in a large group to better understand clinical questions. Additionally, it is not rare for Ashish to question conventional wisdom, but more importantly, investigate their underpinnings and determine whether they are based on myth or fact.

Manitoba is the only province in Canada with more than a 1 million population that does not have local ACHD expertise. Clearly, Ashish will be a valued member of the Manitoban medical community and will be helpful in setting up the regional adult congenital services.

Given he has completed the internal medicine residency and passed the associated exam twice; in India and the UK, and that his practice focuses on very specific aspect of cardiology, it may be worth considering him waiver from the need to appear for the Royal College of Physicians of Canada examination once again.

I hope these comments are helpful, and I therefore wholeheartedly recommend approval of Dr. Shah's academic licensure with the College of Physicians and Surgeons of Manitoba.

Lee Benson MD, FRCPC, FACC, MSCAI
 Professor of Pediatric (Cardiology)
 Director, The Cardiac Diagnostic and Interventional Unit,
 The Hospital for Sick Children,
 Toronto, Canada

Cardiac Sciences Program
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December 20, 2018

Attention: Dr. Sara Israels MD, FRCPC

Assistant Dean, Academic Affairs
University of Manitoba
675 McDermot Ave
Winnipeg, Manitoba, Canada
R3E 0V9

Re: Dr. Ashish Shah's promotion to Associate Professorship through the Section 181 Certificate

Dear Dr. Israels:

In my role as Section Head, Cardiology, Department of Internal Medicine, Max Rady College of Medicine, Rady Faculty of Health Sciences, at the University of Manitoba, I am writing this letter of support for Dr. Ashish Shah's promotion to Associate Professorship under the academic seal of the University of Manitoba (Section 181 Certificate of CPSM Regulated Health Professions Act).

As exemplified in his curriculum vitae, Dr. Ashish Shah obtained his MBBS and MD at the B.J. Medical College and Gurjurat University in Ahmedabad, India in 1996 and 1999, respectively. Between 1999-2002, Dr. Shah was Assistant Professor in India. He completed additional training as a resident in Internal Medicine and Cardiology at the University Hospital of Coventry and Warwickshire NHS Trust in the UK, obtaining his MRCP in 2004. Between 2004-2007, he was a fellow in Cardiovascular Medicine Research in Clinical Pharmacology in King's College in the UK. He obtained board certification in both Internal Medicine and Cardiology in the UK in 2013. Most recently, Dr. Shah completed 2 fellowships in Adult Congenital Heart Disease (ACHD) and Interventional Cardiology at the University of Toronto by 2016. He served as a consultant in ACHD and structural and coronary intervention in the Central Manchester University hospital in the UK from 2016-2017 inclusive.

Based on his extensive training in both ACHD and Interventional Cardiology, Dr. Shah was recruited as a Clinician Scientist with 50% protected research time as Assistant Professor in Medicine in the Section of Cardiology, Department of Internal Medicine, University of Manitoba and the WRHA Cardiac Sciences Program in 2017. Dr. Shah's research focus is on the role of cardiovascular imaging and interventional procedures in the management of adults with both simple and complex congenital heart disease. Of the 30 GFT members in the Section of Cardiology, Dr. Shah increases the number of Clinician Scientists in our group to a total of 4 members. With a cross appointment in the Department of Physiology and

RE: Dr. Israels
Letter, Dr. Ashish Shah
December 20, 2018
Page 2

Pathophysiology, Dr. Shah is also a new member of the Institute of Cardiovascular Sciences at the St. Boniface Albrechtsen Research Centre under the leadership of Dr. Lorie Kirshenbaum. Dr. Shah's ACHD research laboratory is located at the St. Boniface Asper Clinical Institute.

Since joining the University of Manitoba in the fall of 2017, Dr. Shah continues to be productive in his research endeavours. He has developed collaborative partnerships with the following research groups at the University of Manitoba: i) St. Boniface ICS basic scientists; ii) Manitoba Centre for Health Policy; iii) Variety Children's Heart Centre; and iv) the Department of Radiology. He has secured over \$200,000.00 in independent funding from a combination of University of Manitoba/ St. Boniface start-up funds, the Cardiology Research Development Fund, and the Manitoba Medical Services Foundation. Based on the success of his research pilot projects, he will be applying for national funding through the Heart and Stroke Foundation of Canada and CIHR in the spring and fall of 2019.

I am truly impressed on the number of national and international meetings to which Dr. Shah has been invited as a guest speaker. Dr. Shah was an invited faculty member at a number of international meetings in 2018 including TCT, CRT, and the CSI-UCSF meetings (all Interventional Cardiology meetings). He was also the recipient of the 2018 International Society of Adult Congenital Heart Disease Young Investigator Award for his abstract entitled, "*Feasibility and efficacy of negative pressure ventilation in the ambulatory Fontan population (FONTA-CMR) pilot study*". Since 1996, he has been prolific with over 100 publications in a number of high impact journals and serves as a scientific reviewer on a number of peer-reviewed journals.

Dr. Shah was on faculty in India for 3 years, 1 year as a faculty member in the UK, and now an additional 1 year at the University of Manitoba for a total of 5 years at the level of Assistant Professor. I am humbly requesting that the Senate consider Dr. Ashish Shah's promotion to Associate Professorship under the academic seal of the University of Manitoba (Section 181 Certificate of CPSM Regulated Health Professions Act). His impressive research, educational, and clinical portfolios are an invaluable asset to the Section of Cardiology, Department of Internal Medicine, and the University of Manitoba as a whole.

Should anything further be required, please do not hesitate in contacting me. Thank you again for your consideration.

Sincerely,



Davinder S. Jassal, MD, FACC, FRCP(C)
Professor of Medicine, Radiology, and Physiology and Pathophysiology
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DSJ/kmv

Toronto, January 13, 2019

Dr. Sara Israels MD, FRCP
Assistant Dean, Academic Affairs
University of Manitoba
675 McDermot Ave
Winnipeg, Manitoba, Canada
R3E 0V9

Dear Dr. Israels:

RE: Dr. Ashish H Shah, MD – Letter of Recommendation

Dr. Shah asked me to write a reference letter describing his education, academic and clinical activities.

It is with distinct pleasure to write a letter of recommendation and support for Dr. Ashish Shah who completed a very successful Clinical / Research Fellowship in Adult Congenital Heart Disease (ACHD) in September 2016. I have known Dr. Ashish Shah since early 2014 when he started to join us as a Fellow in our ACHD clinics because of his interest in ACHD and structural heart disease. His main focus of his second Fellowship (from July 2014 until September 2016) was interventions in Adult Congenital Heart Disease and Structural Heart Disease. As the Director of the Adult Congenital Heart Disease Program at University Health Network/Peter Munk Cardiac Centre, I have had the opportunity to evaluate the credentials of many other physicians and physician-scientists. It is my professional and experienced opinion that Dr. Shah has reached a level of uncommon expertise.

Dr. Shah completed an internship and residency in General Internal Medicine at the New Civil Hospital in Ahmedabad, India, where he was also a chief resident. He then held faculty appointments with the Government Medical College and New Civil Hospital in India. After relocating to the United Kingdom, Dr. Shah passed the Royal College of Physicians exam and accepted an appointment in the clinical pharmacology / cardiovascular medicine department of King's College London. During this time, he continued his work as a research scientist and was awarded a Doctor of Medicine (Research) degree. His dissertation study was on 'vascular endothelial and platelet functions in heart failure'. In the United Kingdom, Dr. Shah also completed general cardiology and interventional cardiology fellowships at the All Wales Higher Specialty Training Program.

Following his appointments and work in the United Kingdom, Dr. Shah joined the Toronto General Hospital in July 2013, and completed his one year interventional cardiology fellowship in coronary interventions in June 2014. Dr. Shah always has had a special interest in congenital heart disease and structural heart disease. It was already during his interventional fellowship in early 2014 when he joined our ACHD clinics.

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Clinical related tel: 416-340-4800 x 6539
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Email: erwin.oechslin@uhn.ca

Toronto Congenital Cardiac Centre For Adults

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Aortopathy
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Erwin Oechslin, MD Maral Ouzounian, MD

Pulmonary Hypertension
John Granton, MD
Erwin Oechslin, MD John Thenganatt, MD

Reproductive Program
Jack Colman, MD Mathew Sermer, MD
Candice Silversides, MD Danna Spears, MD
Lorna Swan, MD Rachel Wald, MD

Cardiovascular Pathology
Jagdish Butany, MD

Hepatology
Aliya Gulamhusein, MD

Clinical Coordinator
Suzanne Hemeon, RN BScN Sue Jimeno APN
Megan Thiessen-Bock, RN BScN

Program Coordinator
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This is a reflection of his strong interest in congenital heart disease and structural heart disease. After completion of his very successful Fellowship in congenital heart and structural heart disease in September 2016, he worked as consultant in ACHD and structural and coronary interventions at the Central Manchester University Hospitals NHS Trust, UK, from September 2016 until August 2017. He has been appointed as consultant and interventional cardiologist at St. Boniface Hospital & University of Manitoba, Winnipeg, Canada, since September 2017.

Dr. Shah's Expertise as Clinician

His in-depth background and training history distinguish Dr. Shah from other physicians and cardiologists. He has fellowship expertise in general cardiology, coronary interventions, congenital/structural interventions, and clinical adult congenital heart disease. **It is his in-depth expertise in clinical ACHD and interventions in adult congenital heart disease and structural heart disease which makes him very unique in the field of cardiology. There are likely only very few cardiologists with this level of training and expertise.**

Dr. Shah attended the ACHD outpatient clinics, and provided care for the ACHD inpatients and ACHD call coverage. He has an excellent understanding of the various aspects of very heterogeneous, population of adults with congenital heart disease who is rapidly growing in numbers and complexity. Dr. Ashish Shah is among the top 5% of our ACHD fellows. He has an excellent fund of knowledge in cardiology and congenital heart disease in particular. I was very impressed by Dr. Shah's clinical acumen as a cardiologist and physician.

Dr. Shah's Research Activities

Dr. Shah pursues his research ideas with enthusiasm, but with a very critical attitude. He is an incredibly hard working colleague, dedicated to pursuing excellence in patient care and research. His work has appeared in many well-known medical publications which are summarized in his Curriculum Vitae. Further, he has presented his work at prestigious conferences. He has made substantial scientific contributions to the field of cardiology, including the subspecialty of ACHD, through original research, publication in scientific journals, and presentations at medical conferences. His important contributions to the study design in Fontan yoga intervention, negative pressure ventilation in Fontan and CORRELATE registry, along with various other ongoing research papers are just a few examples. Dr. Shah's extensive publications and invitations speak to his reputation as a physician and clinical researcher.

Dr. Shah's Education Activities

Dr. Shah is a dedicated teacher, with special skills to explain complex congenital heart defects with the complex underlying pathophysiology to the residents and his peers. He is also making major contributions to the revision of the 15-minute learning modules in ACHD which have the home in the ACHD Learning Centre (www.achdlearningcenter.org); this project is supported by the International Society for Adult Congenital Heart Disease (ISACHD; www.isachd.org). This appointment to revise the 15-minute learning modules in the ACHD Learning Center is a reflection of Dr. Shah's national and international reputation in the field of ACHD.

Dr. Shah's Work Ethics

In both inpatient units and outpatient clinics, Dr. Shah provides empathy with the patients and displays excellence in clinical care: he is a very compassionate physician. During his fellowship in Toronto, he was also a very active participant in our weekly clinical conferences (case presentations), inpatient review rounds and academic / teaching rounds. He presented cases at our clinical conferences and gave excellent presentations at our teaching rounds.

Dr. Shah is very courteous, friendly, appropriately intense under necessary circumstances, and decisive. He has excellent interpersonal and communication skills, was highly respected by his supervisors and by his colleagues during his fellowship in Toronto. He was very eager to learn. He thinks very critically, has a keen sense of the type of questions that need to be answered and takes a very comprehensive and proactive approach to patient care.

Dr. Shah also impressed me by his innovation driven by his daily clinical practice. For instance, he helped to develop a vascular hemostatic device [patent application submitted (Dec 2014) through UHN innovation department]; he developed a perclose to treat accidental entry of pericardial drain into the heart.

Dr. Shah's special skill for the University of Manitoba

ACHD is a rapidly growing field in numbers and complexity. Any institution which provides care for this new generation of patients and unique population, needs to build a team of physicians who have the appropriate training and expertise in this new subspecialty of ACHD. Dr. Shah is such a physician who brings this special skill set to the University of Manitoba. Dr. Shah's skills in interventions are complimentary to the skills of Dr. Robin Ducas, a fully trained ACHD cardiologist with a focus on imaging at the University of Manitoba. His skill set will be very important and critical to establish a regional ACHD service in Manitoba, and to provide care, including interventions in ACHD, for these fragile patients locally.

Dr. Ashish Shah is an excellent cardiovascular physician with high clinical knowledge and skills, an outstanding individual with excellent interpersonal skills, a very positive work attitude and a willing contributor. He sets very high standards to professionalism. He will be a major asset at any centre and will bring a special skill set to the University of Manitoba which will allow the institution to develop a regional ACHD service.

This recommendation is without conflict or reservation. Please feel free to contact me if you have any questions.

Yours sincerely,



**Erwin Oechslin, MD FRCP
Director,
The Bitove Family Professor of Adult Congenital Heart Disease**

This letter is sent to:

Dr. Davinder S. Jassal, MD, FACC, FRCP(C)
Professor of Medicine, Radiology, and Physiology and Pathophysiology
Section Head, Cardiology
Rm Y3531, Bergen Cardiac Care Centre
St. Boniface Hospital, 409 Tache Avenue
Winnipeg, Manitoba, Canada, R2H 2A6
djassal@sbgh.mb.ca



Eric Horlick, MDCM, FRCPC, FSCAI

Interventional Cardiology
Professor of Medicine
Peter Munk Chair in Structural Heart Disease Intervention
Director, Structural Heart Disease Intervention Program
Medical Director, Transcatheter Valve Program
Adult Coronary Interventional Cardiology
Adult Congenital Heart Disease
Division of Cardiology, Toronto General Hospital
6E – 249, 200 Elizabeth Street
Toronto, Ontario
M5G 2C4
tel. 416-340-3835
fax. 416-340-3000
eric.horlick@uhn.ca

Jan 13, 2019

Letter of Support Dr. Ashish Shah

Attn: Dr. Sara Israels MD, FRCPC

Assistant Dean, Academic Affairs
University of Manitoba
675 McDermot Ave
Winnipeg, Manitoba, Canada
R3E 0V9

Attn: Dr. Davinder S. Jassal, MD, FACC, FRCP(C)

Professor of Medicine, Radiology, and Physiology and Pathophysiology
Section Head, Cardiology
Rm Y3531, Bergen Cardiac Care Centre
St. Boniface Hospital, 409 Tache Avenue
Winnipeg, Manitoba, Canada, R2H 2A6
djassal@sbgh.mb.ca

Re: Dr. Ashish Shah

It is my pleasure to provide a letter of reference in support of Ashish Shah.

I have known Ashish since 2013 when he began his Interventional Cardiology Fellowship with us at Toronto General Hospital. He had already been a fellow in Interventional Cardiology at the University of Wales at Cardiff in the United Kingdom from August 2011 to June 2013. During that period, he clearly distinguished himself as having superb clinical and technical skills. Prior to this, he received his MBBS in India and had been an Assistant Professor there for 3 years. He then did an MD in research in the UK at Kings College.

From July 2014 to September 2016 he was a fellow under my supervision at The Toronto General Hospital in Structural and Congenital Heart Disease Interventions.

During his fellowship, Ashish demonstrated himself having not only excellent technical skills and judgement, but also, an incredible drive to pursue research. Ashish has already

Re: Dr. Ashish Shah

published over 40 papers and has 11 others in progress. He has put together over 100 abstracts.

Since finishing his training with us he has held a consultant ACHD Structural Intervention post at the Central Manchester University Hospital in the UK and more recently as a consultant Interventional Cardiologist at St. Boniface Hospital at the University of Manitoba in Winnipeg, Canada.

I have continued to work closely with Ashish on projects to clarify the long-term outcomes of multiple Structural Congenital Heart Disease Interventions.

Ashish is a tireless and driven researcher. He finishes projects that he starts and does them with the highest degree of precision and excellence. Even more impressive, he has proven himself to be a successful inventor who has invented a novel radial hemostasis device and two different balloon prototypes. He is seeking patents for these inventions.

Dr. Shah is a true resource in Manitoba. Based on a paper I lead in the Canadian Journal of Cardiology (Frankfurter C, Asgar AW, Webb JGHorlick EM. Adult Congenital Heart Disease Intervention: The Canadian Landscape. Canadian Journal of Cardiology. 2017 Sep;33(9):1201-1205.) There is a paucity of individuals in Canada with the capacity to provide interventional treatment to patients with complex congenital heart disease; Ashish is among this group of less than 10 operators. He provides access to an extremely high level of expertise in treating this group. His natural leadership skills and enthusiasm are critical to building and maintaining the network required to care for this complex patient group.

I am fully supportive of Ashish and I can't image more deserving and hardworking equal at this early stage in his career. I would ask that he be given every opportunity to fully develop and continue his academic career as an Interventional Cardiologist in Manitoba.

Sincerely,



Dr. Eric Horlick, MD, FRCPC

Professor of Medicine

Peter Munk Chair in Structural Heart Disease Intervention

Director, Structural Heart Disease Intervention Program

Medical Director, Transcatheter Valve Program

EH/Is

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

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider Bona Fide Academic Requirements (BFAR) statements from the Dept. of Animal Science, Dept. of Civil Engineering, Dept. of Entomology, Dept. of Mechanical Engineering, Dept. of Pathology and College of Rehabilitation Sciences.

Observations

1. The Cooper Commission Implementation Working Group endorsed a proposed graduate program BFAR statement for the Department of Animal Science: Master of Science and Doctor of Philosophy in Animal Science dated November 20, 2018.
2. The Cooper Commission Implementation Working Group endorsed a proposed graduate program BFAR statement for the Department of Civil Engineering: Master of Science, Master of Engineering, and Doctor of Philosophy dated November 20, 2018.
3. The Cooper Commission Implementation Working Group endorsed a proposed graduate program BFAR statement for the Department of Entomology: Master of Science and Doctor of Philosophy dated November 20, 2018.
4. The Cooper Commission Implementation Working Group endorsed a proposed graduate program BFAR statement for the Department of Electrical and Computer Engineering: Master of Science, Master of Engineering, and Doctor of Philosophy dated December 12, 2018.
5. The Cooper Commission Implementation Working Group endorsed a proposed graduate program BFAR statement for the Department of Mechanical Engineering: Master of Science, Master of Engineering, and Doctor of Philosophy dated December 12, 2018.
6. The Cooper Commission Implementation Working Group endorsed a proposed graduate program BFAR statement for the Department of Pathology: Master of Science dated December 12, 2018.
7. The Cooper Commission Implementation Working Group endorsed a proposed graduate

program BFAR statement for the College of Rehabilitation Sciences: Master of Science in Rehabilitation Sciences dated December 12, 2018.

Recommendations

The Faculty Council of Graduate Studies recommends THAT: the BFAR statements from the Implementation Working Group for the Cooper Commission Report listed below be approved by Senate:

Dept. of Animal Science
Dept. of Civil Engineering
Dept. of Entomology
Dept. of Mechanical Engineering
Dept. of Pathology
College of Rehabilitation Sciences

Respectfully submitted,

Dr. Todd A. M. Mondor, Chair
Faculty Council Committee

/ak

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



UNIVERSITY
OF MANITOBA

Office of the University Secretary
312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Fax (204) 474-7511

DATE: November 20, 2018

TO: Dr. Todd Mondor, Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies

FROM: Co-Chairs of the Implementation Working Group for the Cooper Commission Report,
Mr. Jeff M. Leclerc, University Secretary
Ms. Carolyn Christine, Director, Student Accessibility Services

RE: **Graduate Program BFAR Statements for Review by Faculty of Graduate Studies**
(Departments of Animal Sciences, Civil Engineering, Entomology)

At the September 2017 meeting of the Senate Executive Committee, the Committee charged the Implementation Working Group for the Cooper Commission Report with reviewing draft BFAR statements before these are submitted for approval.

Please find attached, for consideration by the Faculty Council of Graduate Studies, proposed graduate program BFAR statements for the programs indicated below, as endorsed by the Implementation Working Group at its meeting on October 31, 2018. The proposals were endorsed by the respective Department/Faculty Councils on the dates indicated.

- Department of Animal Science: M.Sc. and Ph.D. in Animal Science (Department Council of Animal Science, September 14, 2018)
- Department of Civil Engineering: M.Sc., M.Eng., and Ph.D. in Civil Engineering. (Department Council of Civil Engineering, May 7, 2018)
- Department of Entomology: M.Sc. and Ph.D. in Entomology (Department Council of Entomology, September 18, 2018)

If you require additional information, please contact Shannon Coyston, Associate University Secretary (Senate), or either of the Co-Chairs of the Implementation Working Group.

/sc

cc: Dean J. Beddoes
Prof. R. Currie
Ms. A. Kailer
Prof. O
Prof. D. Svecova
Dean K. Wittenberg
Dr. M. Torchia



UNIVERSITY
OF MANITOBA

Faculty of Agricultural
and Food Sciences

Department of Animal Science
Winnipeg, Manitoba
Canada R3T 2N2
Telephone 204-474-9383
Fax 204-474-7628
animal_science@umanitoba.ca

September 18, 2018

Ms. Shannon Coyston
Associate University Secretary (Senate)
University of Manitoba

RE: BFARS – Department of Animal Science

Dear Ms. Coyston:

On Sept 14, 2018, members of the Animal Science Department Council reviewed the BFARs template and your memo of August 21, 2018 to Dr. Jitendral Paliwal regarding the proposed graduate program BFAR statements.

We voted to accept the FGS BFAR template. As you suggested in your Memo, all graduate students are required to complete GRAD 7300. In addition, all graduate and undergraduate students who conduct research trials in the Department of Animal Science must complete an on-line ethics course as well as a hands-on wet lab training that are developed by the University's Animal Care Committee.

Thank you for your attention,

Karmin O
Professor
Department of Animal Science, Department of Physiology & Pathophysiology,
University of Manitoba
Principal Investigator
CCARM, St. Boniface Hospital Research Centre,
351 Tache Avenue, Winnipeg, MB, R2H 2A6



UNIVERSITY
OF MANITOBA

Faculty of Engineering
Department of Civil Engineering

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

Tel: 204-474-8212
Fax: 204-474-7513

October 9, 2018

Dr. Todd Mondor
Provost & Vice-President (Academic)
Vice-Provost Graduate Education
500 University Centre
University of Manitoba

SUBJECT: BFARs – Civil Engineering

This letter will confirm that the Department of Civil Engineering has elected to adopt the Faculty of Graduate Studies BFARs.

Thank you.

Sincerely,

Dagmar Svecova
Professor & Head

/jm



**Agricultural and Food
Sciences /Department of
Entomology**

218 Animal Science

Dafoe Road

Winnipeg,

Manitoba Canada,

R3T 2N2

Telephone (204) 474-6020

Fax (204) 474-7628

Rob.Currie@umanitoba.ca

Shannon Coyston

Associate University Secretary (Senate)

Office of the University Secretary

312 Administration Bldg. -- University of Manitoba -- Winnipeg, MB -- R3T 2N2

Phone: 204-474-6892

Tuesday Oct 16, 2018

Dear Shannon:

As a follow up to our phone conversation, I am writing to provide a description of the Department of Entomology's proposed BFAR requirement that graduate student M.Sc. and Ph.D. theses must be written in English. The formal language and rationale are written below.

BFAR wording approved at Department of Entomology Council:

Students must produce their thesis written in the English language at a level commensurate with degree being sought.

Rationale: In the science of entomology, the ability to communicate and publish research results in writing is an essential skill so it can be submitted and published in peer review journals. English is the primary language of the discipline in which is published and evaluated.

If you have any questions I can be contacted at the e-mail or phone number listed below.

Sincerely,

Dr. Rob Currie
Professor and Head
Department of
Entomology



UNIVERSITY
OF MANITOBA

Office of the University Secretary
312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Fax (204) 474-7511

DATE: December 12, 2018

TO: Dr. Todd Mondor, Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies

FROM: Co-Chairs of the Implementation Working Group for the Cooper Commission Report,
Mr. Jeff M. Leclerc, University Secretary
Ms. Carolyn Christine, Director, Student Accessibility Services

RE: **Graduate Program BFAR Statements for Review by Faculty of Graduate Studies**
(Departments of Electrical and Computer Engineering, Mechanical Engineering, Pathology,
and College of Rehabilitation Sciences)

At the September 2017 meeting of the Senate Executive Committee, the Committee charged the Implementation Working Group for the Cooper Commission Report with reviewing draft BFAR statements before these are submitted for approval.

Please find attached, for consideration by the Faculty Council of Graduate Studies, proposed graduate program BFAR statements for the programs indicated below, as endorsed by the Implementation Working Group at its meeting on November 29, 2018. The proposals were endorsed by the respective Department/College Councils or Graduate Committee on the dates indicated.

- Department of Electrical and Computer Engineering: M.Sc., M.Eng., and Ph.D. in Electrical and Computer Engineering (Department Council of Electrical and Computer Engineering, May 7, 2018)
- Department of Mechanical Engineering: M.Sc., M.Eng., and Ph.D. in Mechanical Engineering (Department Council of Electrical and Computer Engineering, October 25, 2018)
- Department of Pathology: M.Sc. in Pathology (Graduate Committee, April 24, 2018)
- College of Rehabilitation Sciences: M.Sc. in Rehabilitation Sciences (College Council of Rehabilitation Sciences, October 22, 2018)

If you require additional information, please contact Shannon Coyston, Associate University Secretary (Senate), or either of the Co-Chairs of the Implementation Working Group.

/sc

cc: Dean J. Beddoes
Prof. D. Kuhn
Ms. A. Kailer
Prof. J. LoVetri
Prof. Y. Myal
Dr. M. Torchia
Dean R. Urbanowski



UNIVERSITY
OF MANITOBA

Faculty of Engineering
Electrical & Computer Engineering

E2-390 E.I.T.C.
75 Chancellor's Circle
Winnipeg, MB, Canada R3T 5V6
Phone: 204-474-9603
Fax: 204-261-4639

October 29, 2018

TO: Faculty of Graduate Studies, University of Manitoba

FROM: Dr. Joe LoVetri, Department Head, Electrical and Computer Engineering,
University of Manitoba

Joe Lovetri

RE: Bonifide Academic Requirements – ECE Graduate Program

On May 7, 2018, Electrical and Computer Engineering Department Council voted to adopt the Faculty of Graduate Studies Bonafide Academic Requirements with no modifications or additions at this time.



UNIVERSITY
OF MANITOBA

Faculty of Engineering
Department of Mechanical Engineering

Winnipeg, Manitoba
Canada R3T 5V6
Telephone (204) 474-9804
Fax (204) 275-7507

October 29, 2018

Faculty of Graduate Studies

Re: Approval of Graduate Studies BFARs at Mechanical Engineering Department Council

The following motion was passed at The Department of Mechanical Engineering Department Council held on October 25, 2018:

“The Department of Mechanical Engineering approves the adoption of the Faculty of Graduate Studies BFARs (Bona Fide Academic Requirements) with no modifications.”

Sincerely,

Dr. David C.S. Kuhn, P.Eng., FCSME
Professor and Head



UNIVERSITY
OF MANITOBA

Rady Faculty of Health Sciences

Max Rady College of Medicine
Department of Pathology
University of Manitoba
401 Brodie Centre
727 McDermot Ave
Winnipeg, MB R3E 3P5
Ph: 204-789-3212
Fax: 204-789-3931

To: Faculty of Health Sciences & Faculty of Graduate Studies Committees

From: Dr. Yvonne Myal, Department of Pathology, Graduate Committee Chair

Date: October 24, 2018

RE: Faculty of Graduate Studies – Bonafide Academic Requirements (BFAR)

The Department of Pathology, Graduate Committee met on April 24, 2018 and reviewed the current Faculty of Graduate Studies – Bonafide Academic Requirements (BFAR). The Committee was in agreement that the Department of Pathology would incorporate the Faculty of Graduate Studies BFAR requirements for our two MSc. Programs.

We would like to put forth this recommendation for approval.



UNIVERSITY
OF MANITOBA | Rady Faculty of
Health Sciences

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

November 20, 2018

The College of Rehabilitation Sciences has decided to use the Faculty of Graduate Studies BFAR's. This would apply to the MSc Rehabilitation Sciences Program, and was approved by the college on October 22, 2018.

Regards,

A handwritten signature in black ink, appearing to read 'Reg Urbanowski'.

Reg Urbanowski
Dean
College of Rehabilitation Sciences
Rady Faculty of Health Sciences



R118, 771 McDermot Ave.
Winnipeg, Manitoba R3E 0T6
Tel: 204-318-5284 E-mail: Reg.Urbanowski@umanitoba.ca

REPORT OF THE SENATE COMMITTEE ON AWARDS – Part A

Preamble

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

On behalf of Senate, to approve and inform Senate of all new offers and 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 February 19, 2019, the Senate Committee on Awards approved 6 new offers, 17 revised offers and the withdrawal of 8 awards, as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A (February 19, 2019)*.

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 6 new offers, 17 revised offers and the withdrawal of 8 awards, as set out in Appendix A (February 19, 2019). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr Jared Carlberg

Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A

February 19, 2019

1. NEW OFFERS

Dr. Reda Elgazzar Oral Surgery Prize

Dr. Reda Elgazzar has generously established an endowment fund with the initial gift of \$30,000 at the University of Manitoba in 2018. The purpose of the fund is to reward a 4th year dental student who excelled and attained one of the highest grades in Oral and Maxillofacial Surgery who maintains a high standard of professionalism. Beginning in the 2018-2019 academic year, 80% of the available annual income from the fund will be used to offer one prize to an undergraduate student who:

- (1) was enrolled full-time (min. 80% course load) in the Dr. Gerald Niznick College of Dentistry in the year in which the award was tenable;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) has achieved high standing in Oral & Maxillofacial Surgery 2 (currently numbered DDSS 4122) amongst the 4th year dental students; and
- (4) has demonstrated a high standard of professionalism.

Professionalism will be assessed through feedback on student interactions from clinical instructors and support staff within the oral surgery clinical area/rotation.

This award cannot be held with the Mary Jane Ego Scholarship.

The selection committee will be the Awards Committee of the Dr. Gerald Niznick College of Dentistry.

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.

Harvey and Sandra Selter Master of Human Rights Fellowship

Harvey and Sandra Selter have established an endowment fund at the University of Manitoba, with a commitment to a total gift of \$250,000 by 2020. When funds are available, the Manitoba Scholarship and Bursary Initiative may make a contribution to the award. Dr. Harvey Selter [BComm/1967, LLB/1992] served as Chancellor of the University of Manitoba (2010-2019) and Dean of the Faculty of Law (1999-2008). The purpose of these entrance awards is to attract and retain top graduate students to study in the Master of Human Rights program at the University of Manitoba. Each year, beginning in 2019-2020, the available annual income will be used to offer two fellowships to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies in their first year of study in the Master of Human Rights program offered through the Faculty of Law at the University of Manitoba;
- (2) have achieved a minimum grade point average of 3.50 based on the previous 60 credit hours (or equivalent) of study; and
- (3) have demonstrated exceptional ability and promise in the field of human rights.

Selection will be based on materials submitted as part of the application process for the program, which includes: (a) two letters of reference and (b) a 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.

The awards are renewable for one consecutive year, provided that the recipients continue to meet criteria (2) and (3) while enrolled full-time in the second year of the program. In order to demonstrate how the renewal applicants meet criterion (3), they will be required to submit an application that includes: (a) a current academic transcript, (b) a summary of their thesis or practicum proposal (maximum 500 words), and (c) a letter of support from their thesis or practicum supervisor, if applicable.

In the event that a recipient does not qualify for a renewal, another second-year student may be selected to receive the funds as a one-time award in their place, provided they:

- (1) are enrolled full-time in the Faculty of Graduate Studies in their second year of study in the Master of Human Rights program offered through the Faculty of Law at the University of Manitoba;
- (2) have achieved a minimum grade point average of 3.50 based on the previous 60 credit hours (or equivalent) of study; and
- (3) in the opinion of the selection committee, have demonstrated exceptional ability and promise in the field of human rights.

Candidates will be required to submit an application that includes: (a) a current academic transcript, (b) a summary of their thesis or practicum proposal (maximum 500 words), and (c) a letter of support from their thesis or practicum supervisor, if applicable.

Up to four students may hold the award at any given time (normally two incoming and two renewals).

The selection committee will have the discretion to determine the value of the fellowships each year, based on the available annual income.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Director of the Master of Human Rights program (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.

Mom and Dad Bursary

With a gift of \$25,000, Prof. Louis Lenz, (B.S.A/60) established an endowment fund in 2018 at the University of Manitoba. The purpose of the fund is to provide financial support to undergraduate students in a program associated with the Department of Plant Science in the Faculty of Agricultural and Food Sciences. Each year, beginning in 2020-2021, the available annual income from the fund will be used to offer one or more bursaries to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) in their second, third, or fourth year of study in the Faculty of Agricultural and Food Sciences, and have declared a major in Plant Biotechnology;
- (2) have achieved a minimum degree grade point average of 2.5;
- (3) have graduated from a Manitoba high school; and
- (4) have demonstrated financial need on the standard University of Manitoba bursary application.

If, in any given year, there are no students who meet all of the above criteria, the bursary (or bursaries) may be offered to full-time (minimum 60% course load) students who meet criteria (2)-(4) and who are in their second, third or fourth year of study in the Faculty of Agricultural and Food Sciences with a declared major in Agronomy. If there are no full-time second, third, or fourth-year students who meet criteria (2)-(4) with a declared major in Agronomy, the bursary (or bursaries) can be offered to any full-time (minimum 60% course load) second, third, or fourth-year undergraduate student in the Faculty of Agricultural and Food Sciences who meets criteria (2)-(4). This bursary can be held more than once, but is not automatically renewable.

The selection committee will have the discretion to determine the number and value of bursaries offered annually. 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.

Janice (Jan) Coates Scholarship Supporting Equity, Access and Innovation in Pharmacy Experiential Education

A scholarship has been established by friends and family of Janice (Jan) Coates, to mark her retirement, recognizing her passion and contribution to the profession of Pharmacy. Throughout Jan's extensive and diverse career, she actively pursued opportunity for novel and innovative roles for a pharmacist, recognizing and promoting the valuable contribution the pharmacist makes as a participant on the healthcare team, always with the patients' well-being as the focus while supporting equity. The purpose of the scholarship is to encourage pharmacy students to be adventurous in pursuing an experience practicing in rural and/or remote locations during their studies.

The scholarship will help to cover expenses connected to undertaking an experiential education rotation within Manitoba, ideally in a rural, remote or northern location. Each year, starting in 2019-2020, one award valued at a minimum of \$1,000 will be offered to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in their third or fourth year of study in the degree program at the College of Pharmacy, Rady Faculty of Health Sciences, University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) has demonstrated personal and professional qualities which will likely contribute to the advancement of the profession in Pharmacy across the health continuum including primary health care, especially in rural and northern Manitoba;
- (4) will be undertaking an Experiential Education rotation in a Primary Care environment.

A Supplementary Application form is available through the College of Pharmacy's website, providing opportunity to support the applicant's competencies for selection preferences.

The selection committee will be the College of Pharmacy 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.

Robert and Irene Comrie Bursary

With a gift of over \$30,000 in 2015, Irene Comrie established an endowment fund at the University of Manitoba. The purpose of the fund is to provide assistance to undergraduate students with financial need who are studying in the School of Agriculture or the Faculty of Agricultural and Food Sciences. Each year, beginning in 2019-2020, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in the Diploma Program or in any degree program in the Faculty of Agricultural and Food Sciences at the University of Manitoba;
- (2) has either:
 - (a) achieved a minimum diploma or degree grade point average of 2.5, or
 - (b) met the minimum eligibility requirements for admission to the diploma or degree program;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application.

The Faculty of Agricultural and Food Sciences Awards Committee will act as the selection committee for this award.

The Board of Governors of the University of Manitoba may seek to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification, if required, shall conform as closely as possible to the expressed intention of the donor in establishing the award and shall be made in accordance with the Trustee Act (Manitoba).

2. AMENDMENTS

Arts Student Body Council Bursaries

The following amendments were made to the terms of reference for the **Arts Student Body Council Bursaries**:

- The preamble was revised to:

The Arts Student Body Council initiated a bursary fund at the University of Manitoba in 1991 with a contribution of \$5,000. In 2018, an additional \$7,000 was added to the fund. The purpose of this bursary is to support undergraduate students in the Faculty of Arts who are not members of a college at the University of Manitoba. Each year, the available annual interest from the fund will be used to offer bursaries to undergraduate students who:
- The numbered criteria was revised to:
 - (1) *are enrolled full-time (minimum 60% course load) in their second year of study or higher in the Faculty of Arts at the University of Manitoba;*
 - (2) *have achieved a minimum degree grade point average of 2.0;*
 - (3) *are not members of St. Andrews College, St. Johns College, St. Paul's College, or University College; and*
 - (4) *have demonstrated financial need on the standard University of Manitoba bursary application form.*
- The following paragraph was added:

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

- The selection committee paragraph was revised to read:

The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds

- The standard Board of Governors statement was updated.

Charles Bell Award

The following amendments were made to the terms of reference for the **Charles Bell Award**:

- The title of the award was changed to the *Charles Bell Prize*.
- The preamble was revised to:

In 2004, Mr. Jim Blanchard established an annually funded prize to reward outstanding achievement in the Department of History in the Faculty of Arts at the University of Manitoba. Each year, one prize valued at \$300 will be offered to an undergraduate student who:

- The numbered criteria was revised to:
 - (1) *was enrolled part-time or full-time (minimum 80% course load) in any faculty, college, or school at the University of Manitoba in the year in which the prize was tenable;*
 - (2) *has achieved a minimum degree grade point average of 3.0; and*
 - (3) *has achieved the highest standing as calculated by either:*
 - (a) *the combined average of History of Colonial Canada: 1500-1885 (3 credit hours, currently numbered HIST1390) and History of the Canadian Nation Since 1867 (3 credit hours, currently numbered HIST1400); or*
 - (b) *the average in History of Canada (6 credit hours, currently numbered HIST1440).*

- The following paragraphs were added:

In the event that History of Colonial Canada: 1500-1885 (HIST1390) and History of the Canadian Nation Since 1867 (HIST1400) are taken in different years, a student may be eligible for consideration of this award when the second course in the pairing (HIST1400) is completed and the combined average is obtained.

Ties are to be broken using the following criteria, in priority order: (i) the Degree Grade Point Average, calculated to the fourth decimal place; (ii) the higher proportion of A+ and A grades in a total program; (iii) the highest number of credit hours completed in the degree program; and (iv) the greater proportion of senior- or advanced-level courses in the total program.

- The selection committee paragraph was revised to read:

The Head of the Department of History (or designate) will name the selection committee for this award.
- The standard Board of Governors statement was updated.

Dr. Cal Waddell - Western Canada Dental Society Memorial Scholarship

The following amendments were made to the terms of reference for the **Dr. Cal Waddell - Western Canada Dental Society Memorial Scholarship**:

- The preamble was revised to:

The Western Canada Dental Society offers to provide an annual scholarship of \$1,500 at The University of Manitoba in honour of Dr. Cal Waddell. The scholarship was first available in the 1981-82 academic year. Each year, one scholarship will be awarded to a student who:

- The numbered criteria were revised to:
 - (1) *is registered full time (minimum 80% course load) in their final year of the Doctor of Medicine in Dentistry (DMD) program in the Dr. Gerald Niznick College of Dentistry;*
 - (2) *has achieved a minimum degree grade point average of 3.0;*
 - (3) *possesses the qualities of scholarship, leadership, character, and humanity deemed likely to lead to distinction in the dental profession and the community.*
- The paragraph after the numbered criteria was revised to:

Third year course coordinators, clinical support staff and third year class advisors will be invited to submit nominations for candidates who meet the above criteria. If, in any year, there is, in the judgment of the selection committee, no qualified candidate, the scholarship will not be awarded in that year.
- The selection committee paragraph was revised to:

The selection committee will be the Awards Committee of the Dr. Gerald Niznick College of Dentistry.
- The standard Board of Governors statement was added.

Dr. John M. Embil Award for Excellence in Clinical Infectious Diseases

The following amendments were made to the terms of reference for the **Dr. John M. Embil Award for Excellence in Clinical Infectious Diseases:**

- The name of the award was revised to: **Dr. John M. Embil Prize for Excellence in Clinical Infectious Diseases:**
- The preamble was revised to:

Dr. John M. Embil established an endowment fund at the University of Manitoba in 2009 to encourage interest in, and to recognize excellence in the study of infectious diseases. Each year, the available annual income, rounded to the nearest five hundred dollar increment, will be used to offer no more than two prizes to undergraduate students who:
- The standard Board of Governors statement was updated.

Dr. John M. Embil Publication Prize for B.Sc.(Med.) Program

The following amendments were made to the terms of reference for the **Dr. John M. Embil Publication Prize for B.Sc.(Med.) Program:**

- The preamble was revised to:

Dr. John M. Embil established an endowment fund at the University of Manitoba in 2012 to offer a prize to students in the B.Sc.(Med.) Program. The purpose of this prize is to encourage and acknowledge timely completion and publication of data arising from B.Sc.(Med.) projects. Recipients will receive a plaque and a monetary award. The first prize was offered in the 2014-2015 academic year. Each year the available annual income, rounded to the nearest five hundred dollar increment, will be used to offer one or more prizes to the student(s) who:
- The standard Board of Governors statement was updated.

Dr. Len Domaschuk Engineering Entrance Scholarship

The following amendments were made to the terms of reference for the **Dr. Len Domaschuk Engineering Entrance Scholarship**:

- The preamble was revised to:
Dr. Len Domaschuk [B.Sc. (C.E.)/57, M.Sc./60 (University of Alberta), Ph.D./65 (Georgia Institute of Technology)] has established an endowment fund at the University of Manitoba to encourage students to enter the Faculty of Engineering. Dr. Domaschuk was the first graduate of Elphinstone High School to receive a Bachelor of Engineering degree from the University of Manitoba. Each year, the available annual interest on the fund will be used to offer one scholarship with a minimum value of \$2,000 to an undergraduate student who:
- The numbered criteria were revised to:
 - (1) is admitted to, and registers full-time (minimum 80% course load) in, the first year of study in the Faculty of Engineering at the University of Manitoba;*
 - (2) has graduated from Erickson Collegiate, Rossburn Collegiate, Strathclair Community School, or Dauphin Regional Comprehensive Secondary School; and*
 - (3) among those students who meet criteria (1) and (2), has achieved the highest standing on those courses considered for admission to the Faculty of Engineering. .*
- The following paragraphs were added after the numbered criteria:
Preference will be given to students who have graduated from Erickson Collegiate, Rossburn Collegiate, and Strathclair Community School.
In years where the fund's available annual income is less than \$2,000, unspent revenue from the fund may be used to top up the award value to a maximum of \$2,000. If no unspent revenue is available, the donor may top up the award value to \$2,000.
- The selection committee was revised to:
The selection committee will be named by the Dean of the Faculty of Engineering (or designate).
- The standard Board of Governors statement was added.

Honourable Mitchell W. Sharp Bursary

The following amendments were made to the terms of reference for the **Honourable Mitchell W. Sharp Bursary**:

- The numbered criteria were revised to:
 - (1) are Canadian Indigenous (First Nation, Métis, Inuit);*
 - (2) are enrolled as full-time students (minimum 60% course load) in University 1;*
 - (3) demonstrate financial need on the standard University of Manitoba bursary application form.*
- The selection committee was revised to:
The selection committee shall be named by the Director of Financial Aid and Awards (or designate).
- The standard Board of Governors statement was added.

Isbister Undergraduate Scholarships

The following amendments were made to the terms of reference for the **Isbister Undergraduate Scholarships**:

- The following distribution list was revised to:

Arts	8 awards (21747)
Science	9 awards (21763)
Education	1 awards (24338)
Environment	1 award (24943)
Agricultural & Food Sciences	1 award (21746)
Agriculture Diploma	1 award (21746)
Law	1 award (21754)
Management	3 awards (21755)
St. Boniface (USB)	2 awards (21764)
Fine Arts	1 award (21751)
Environmental Design	1 award (21749)
Music	1 award (21756)
Nursing	2 awards (21757)
Pharmacy	1 award (21758)
Kinesiology and Recreation Management	1 award (21759)
Social Work	1 award (24339)
Rehabilitation Sciences	1 award (24526)
Engineering	3 awards (21750)
Dentistry	1 award (21748)
Dental Hygiene	1 award (24340)
University 1	9 awards (24527)
Medicine	1 award (25509)
Health Science or Health Studies	1 award (27250)
Total	52 awards

Master of Physician Assistant Studies Academic Performance Scholarship

The following amendments were made to the terms of reference for the **Master of Physician Assistant Studies Academic Performance Scholarship**:

- The preamble was revised to:

The Max Rady College of Medicine at the University of Manitoba has established a fund to support student awards in the Master of Physician Assistant Studies program. Funds collected from various student payments, contract services, and fees, will contribute to annually funded awards for students enrolled in the Master of Physician Assistant Studies (MPAS) degree program. Each year, a portion of these funds will be used to award scholarships valued at \$3000 each, to graduate students who:
- The numbered criteria were revised to:
 - (1) *are enrolled full-time in the Faculty of Graduate Studies in the first year of study in the Master of Physician Assistant Studies Program (MPAS) at the University of Manitoba;*
 - (2) *have achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study.*
- The selection committee paragraphs were revised to:

The selection committee will have the discretion to determine the number of scholarships each year based on available funds.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Director of the Master of Physician Assistant Studies (MPAS) program (or designate) to name the selection committee for this award.

- The standard Board of Governors statement was added.

Master of Physician Assistant Studies Capstone Project Graduation Prize

The following amendments were made to the terms of reference for the **Master of Physician Assistant Studies Capstone Project Graduation Prize**:

- The preamble was revised to:

The Max Rady College of Medicine at the University of Manitoba has established a fund to support student awards in the Master of Physician Assistant Studies program. Funds collected from various student payments, contract services, and fees, will contribute to annually funded awards for students enrolled in the Master of Physician Assistant Studies (MPAS) degree program. Each year, a portion of these funds will be used to award one prize to a graduating student who:

- The numbered criteria were revised to:

(1) has met the degree requirements of the Master of Physician Assistant Studies program in the year in which the prize is tenable;

(2) has achieved a minimum degree grade point average of 3.5;

(3) demonstrates best overall performance in Clinical Year Capstone Project, (PAEP 7350).

- The selection committee paragraphs were revised to:

The selection committee will have the discretion to determine the value of the prize each year based on available funds.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Director of the Master of Physician Assistant Studies (MPAS) program (or designate) to name the selection committee for this award.

- The standard Board of Governors statement was added.

Master of Physician Assistant Studies Future of the Profession Graduation Prize

The following amendments were made to the terms of reference for the **Master of Physician Assistant Studies Future of the Profession Graduation Prize**:

- The preamble was revised to:

The Max Rady College of Medicine at the University of Manitoba has established a fund to support student awards in the Master of Physician Assistant Studies program. Funds collected from various student payments, contract services, and fees, will contribute to annually funded awards for students enrolled in the Master of Physician Assistant Studies (MPAS) degree program. Each year, a portion of these funds will be used to award one prize to a graduating student who:

- The numbered criteria were revised to:

(1) has met the degree requirements of the Master of Physician Assistant Studies program in the

- year in which the prize is tenable;*
- (2) has achieved a minimum degree grade point average of 3.5;*
- (3) has demonstrated advocacy, collaboration, and communication skills in their ongoing support of the Physicians Assistant profession through the use of social media, participation in presentations, and inter-professional activities.*
- The selection committee paragraphs were revised to:
The selection committee will have the discretion to determine the value of the prize each year based on available funds.
The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Director of the Master of Physician Assistant Studies (MPAS) program (or designate) to name the selection committee for this award.
- The standard Board of Governors statement was added.

Master of Physician Assistant Studies Leadership Graduation Prize

The following amendments were made to the terms of reference for the **Master of Physician Assistant Studies Leadership Graduation Prize**:

- The preamble was revised to:
The Max Rady College of Medicine at the University of Manitoba has established a fund to support student awards in the Master of Physician Assistant Studies program. Funds collected from various student payments, contract services, and fees, will contribute to annually funded awards for students enrolled in the Master of Physician Assistant Studies (MPAS) degree program. Each year, a portion of these funds will be used to award one prize to a graduating student who:
- The numbered criteria were revised to:
(1) has met the degree requirements of the Master of Physician Assistant Studies program in the year in which the prize is tenable;
(2) has achieved a minimum degree grade point average of 3.5;
(3) has been voted by their fellow students as having demonstrated a high level of compassion, humanism and the best patient-centered approach to care.
- The selection committee paragraphs were revised to:
The selection committee will have the discretion to determine the value of the prize each year based on available funds.
The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Director of the Master of Physician Assistant Studies (MPAS) program (or designate) to name the selection committee for this award.
- The standard Board of Governors statement was added.

Master of Physician Assistant Studies Travel Support Prize

The following amendments were made to the terms of reference for the **Master of Physician Assistant Studies Travel Support Prize**:

- The name of the award was revised to: **Master of Physician Assistant Studies Travel Award**

- The preamble was revised to:
The Max Rady College of Medicine at the University of Manitoba has established a fund to support student awards in the Master of Physician Assistant Studies program. Funds collected from various student payments, contract services, and fees, will contribute to annually funded awards for students enrolled in the Master of Physician Assistant Studies (MPAS) degree program. The purpose of this award is to offset the travel costs of students taking part in a clinical rotation in rural and northern environments. Each year, a portion of these funds will be used to offer travel awards valued at \$1,500 each, to graduate students who:
- The numbered criteria were revised to:
 - (1) *are enrolled full-time in the Faculty of Graduate Studies in the Master of Physician Assistant Studies (MPAS) Program at the University of Manitoba;*
 - (2) *have achieved a minimum degree grade point average of 3.5.*
 - (3) *are enrolled and taking part in a clinical rotation situated within a rural environment;*
- The selection committee paragraphs were revised to:
The selection committee will have the discretion to determine the number of awards each year based on available funds.
The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Director of the Master of Physician Assistant Studies program (or designate) to name the selection committee for this award.
- The standard Board of Governors statement was added.

Roma Collins Memorial Scholarship

The following amendments were made to the terms of reference for the **Roma Collins Memorial Scholarship**:

- The last sentence of the first paragraph was revised to:
Beginning with the spring series of examinations in 1981, an annual scholarship of \$200 will be offered to a student who:
- The numbered criteria were revised to:
 - (1) *is in their fourth year of study in the Bachelor of Science (Human Nutritional Sciences) program in the Faculty of Agricultural and Food Sciences;*
 - (2) *has achieved a minimum degree grade point average of 3.5; and*
 - (3) *has demonstrated leadership qualities through participation in the Faculty of Agriculture Students' Organization (FASO), Nutrition Education and Community Outreach (NECO), or similar student-led organization.*
- The second paragraph was revised to read:
In order to demonstrate how they have met criterion (3), applicants will be required to submit a letter to the selection committee that outlines their leadership contributions within the student organization(s) (maximum 250 words).
- The selection committee paragraph was revised to read:
The selection committee for this scholarship will be the Faculty of Agricultural and Food Sciences Awards Committee.
- The standard Board of Governors statement was added.

Schwartz/Reisman Scholars Program

The following amendments were made to the terms of reference for the **Schwartz/Reisman Scholars Program**:

- Criterion (1)(ii) for the undergraduate students was revised to:
 - (ii) *full-time (minimum 80% course load) in the Juris Doctor program in the Faculty of Law;*
- The criteria for the graduate students in the Master's program were revised to:
 - (1) *are enrolled:*
 - (i) *full-time or part-time in the Faculty of Graduate studies in the MBA or the MSc in Management program delivered by the I.H. Asper School of Business, or*
 - (ii) *full-time in the Faculty of Graduate studies in the LL.M. program delivered by the Faculty of Law;*
 - (2) *have achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study;*
 - (3) *have demonstrated recent community involvement and/or leadership.*
- The standard Board of Governors statement was updated.

Tony T. K. World W.I.S.E. Awards

The following amendments were made to the terms of reference for the **Tony T. K. World W.I.S.E. Awards**:

- The title of the award was changed to the *Tony T. K. Welcome Mentor Bursary and Scholarship*.
- The words *World W.I.S.E.* were replaced throughout the terms with *Welcome Mentor*.
- The criterion (3) was revised to:
 - (3) *has achieved:*
 - a) *as an undergraduate student, a minimum degree point average of 3.5, or*
 - b) *as a graduate student, a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study*
- The standard Board of Governors statement was updated.

University of Manitoba Faculty of Arts Graduate Student Teaching Excellence Awards

The following amendments were made to the terms of reference for the **University of Manitoba Faculty of Arts Graduate Student Teaching Excellence Awards**:

- The preamble was revised to:

The Faculty of Arts Teaching Excellence Committee offers two \$500 awards annually to recognize and reward excellence in teaching by graduate students. In order to be eligible for this award, graduate students must:
- The numbered criteria was revised to:
 - (1) *have been enrolled part-time or full-time in the Faculty of Graduate Studies at the University of Manitoba in the year in which the award was tenable;*
 - (2) *have achieved a minimum grade point average of 3.0 based on the last 60 credit hours (or*

- equivalent) of study;*
- (3) *have taught in the context of a three or six credit hour course in the Faculty of Arts;*
- (4) *have submitted a teaching dossier containing the following pertinent information:*
- (a) *a letter of support from one of the following:*
- Department Head, Associate Department Head, Chair of Department Graduate Program, or applicant's Graduate Supervisor; and,*
- (b) *the results of a standardized teaching evaluation survey. This instrument, along with the instructions for data collection, is available from the Dean's Office, Faculty of Arts.*
- (5) *have demonstrated excellence in teaching. Applicants are encouraged to add any other relevant evidence to their teaching dossier such as:*
- i. *unsolicited letters and written comments from the applicant's students (note, these must be signed, with both first and last names included);*
 - ii. *evidence of innovative assignments, imaginative class activities, special evaluation methods, etc. used in the course;*
 - iii. *evidence of teaching support given to other graduate student instructors, e.g., visiting classes to give suggestions and feedback, shared assignments, guest teaching, etc.;*
 - iv. *documentation of assistance and concern by the applicant for one or more students that went well beyond what could reasonably be expected;*
 - v. *letters of support from faculty members who are familiar with the applicant's teaching;*
 - vi. *evidence of leadership activities in the area of teaching, such as assisting a faculty member in conducting a workshop for Teaching Assistants;*
 - vii. *evidence of efforts to improve their own teaching, such as attendance at the Centre for the Advancement of Teaching and Learning or Centre for Higher Education Research and Development (CHERD) workshops; non-credit or credit teaching courses, or; work in the certificate in Higher Education Teaching Program;*
 - viii. *research on teaching, publications, or presentations at conferences, to graduate student groups, their department, etc.; and/or*
 - ix. *other evidence of outstanding teaching or teaching-related performance.*
- The following paragraph was revised to:
Completed teaching dossiers must be submitted to the Teaching Excellence Committee, c/o Assistant to the Associate Deans, 307 Fletcher Argue Building, by May 30. The Teaching Excellence committee will review the applicants' teaching dossiers and make its selections by the end of June.
 - The selection committee paragraph was revised to:
The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Teaching Excellence Committee to act as the selection committee for this award.
 - The standard Board of Governors statement was updated.

3. WITHDRAWALS

Bob Irving Athletic Scholarship
The term for this award has expired.

CropLife Canada - Manitoba Council Scholarship

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

Fraternal Order of Eagles (R.E.A.C.) Award

Funding is no longer available for this award.

Keith Turner Memorial Bursary Fund

Funding is no longer available for this award.

M.C. Rosenthal Memorial Bursaries in Science and Engineering

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

MCGA Scholarship

The term for this award has expired.

McKesson Canada Scholarship

Funding is no longer available for this award.

Philanthropy and the Law Essay Prize

The term for this award has expired.

In Memoriam: Dr. Marilyn Baker

It is with sadness that we announce the passing, this past fall, of Dr. Marilyn Baker, long-time professor of Art History in the School of Art.

Marilyn Baker was hired in 1973 to take over the teaching of art history from instructors with MA degrees, and she was instrumental in setting up the first Art History program at the School of Art a few years later. As Baker (Ph.D., University of Wisconsin, Madison), for the first time among those who taught art history in the city, felt a responsibility to study local art history, this ushered in what might be called a “golden age” of Manitoba art historical studies. Baker delved into the history of Manitoba art and architecture, producing fundamental scholarly works with the University of Manitoba Press: *The Winnipeg School of Art: The Early Years* (1984) and *Symbol in Stone*, her outstanding monograph on the Manitoba Legislative Building (1986). These books still form the foundation for both art and architectural history in the province. She also wrote many reviews of books and exhibitions to do with the history of art in Manitoba and Western Canada, mostly for *Manitoba History*. Her dissertation topic was a critique of American Modernism, so it was natural that she gravitate towards local Modernists such as Lyonel LeMoine FitzGerald in her work. Thus, she conducted extensive research on FitzGerald and produced the fine exhibition “Fitzgerald in Context” for the School of Art Gallery (Gallery 111) and the Winnipeg Art Gallery in 2009. It is probable that she was working on a monograph on FitzGerald at the time of her passing, and if so, it is a great loss that it was not completed. Another of her passions was the study of art by women, an understudied field when she arrived in this province. To this end, with Dr. Claudine Majzels of the University of Winnipeg, she co-curated a show on Manitoba women artists for the Winnipeg Art Gallery in 1995, though sadly, due in part to long-standing health problems, they were unable to complete the publication of the planned exhibition catalogue. Dr. Baker established a course on “Women in Art” in the 1970s already, one of the first of its kind in all of Canada. The course has been taught regularly since that time.

Prof. Baker was a tireless promoter and defender of our Art History program in the School of Art for several decades. Though she did not succeed in reaching this goal, she worked hard on setting up an MFA program in Art History.

She is mourned by her husband, our retired professor of Psychology, Prof. Les Leventhal, her friends, and her colleagues at the School of Art.

Oliver A. I. Botar
Professor, Art History
School of Art

30 January 2019



UNIVERSITY
OF MANITOBA

Student Advocacy and
Case Management

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DATE: March 6, 2019

TO: Ms. Shannon Coyston, Associate University Secretary (Senate)

FROM: Heather Morris, Director, Student Advocacy and Case Management

RE: Student Advocacy Annual Report 2016-2017 & 2017-2018

As per the Student Advocacy office's Terms of Reference, please find attached the Annual Report for the reporting periods September 1, 2016 to August 31, 2017 and September 1, 2017 to August 31, 2018.

I will be available to present the report and respond to questions.

Thank you.

c.: Don Stewart, Executive Director, Student Support

Susan Gottheil, Vice-Provost (Students)

Student Advocacy Office

2016-2017 and 2017-2018 Annual Report

Executive Summary

The Student Advocacy Office¹ provides confidential services for receiving student complaints and grievances. This office serves as a general information source for students regarding their rights and responsibilities. Students are assisted in the resolution of concerns or conflicts arising from actions or decisions taken by the University. Students are advised of policies and procedures to follow, both informally and formally. Staff work collaboratively with other campus resources to provide support and education to students and other members of the University community.

This report provides selected data and highlights of the Student Advocacy office activities for the reporting periods from September 1, 2016 to August 31, 2017 and September 1, 2017 to August 31, 2018.

The demand for services remains high, with the number of office contacts totaling an average of 2,500 contacts in these 2 reporting years. The percentage of international students accessing services was 46% across the 2 reporting years, a small decrease from the year before (51% 2015-2016). Although many students are self-referred, the office continues to receive a high degree of referrals from other offices on campus, with just over half of students being referred to our office.

The issues presented to the office are categorized into academic, misconduct, administrative, admissions and Respectful Work and Learning Environment (RWLE) related matters. In these reporting years, we noted a decrease in the number of misconduct cases (from 39% to 26.5%) while the proportion of academic cases increased (from 50% to 56%). Of those cases that involved a formal request or an appeal, the majority were granted.

The Student Advocacy team remains busy with its educational activities and outreach. For the current reporting years, some new and updated focus areas of workshops and presentations were on academic integrity initiatives and sexual violence education and prevention, along with education and outreach to international and Indigenous student populations.

¹ Student Advocacy policy http://umanitoba.ca/admin/governance/governing_documents/students/280.html

Office Contacts

Table 1 provides a summary of the total number of office contacts from students, staff and faculty over the last four years. While there have been fluctuations, the demand for services remains high.

Table 1: Office Contacts	2017-2018	2016-2017	2015-2016	2014-2015
Student				
Front Desk Contacts	788	759	891	1,168
Individual Student Cases	1,814	1,457	1,252	1,172
Total Student Contacts	2,602	2,216	2,143	2,340
Faculty/Staff Consultations	52	128	108	101
Total	2,654	2,344	2,251	2,441

Front Desk Contacts includes all contacts that do not result in an active student case file. Inquiries, potential cases, and cancelled or no show appointments are examples of front desk contacts.

The *Individual Student Cases*² count is the total number of students who had an active case file opened during the reporting year or whose case was carried forward from the previous reporting year. In 2016-2017 there were 65 cases carried forward, and in 2017-2018 there were 69 cases carried forward. Cases are carried forward for a three different reasons: (1) the issue is complex and continues past the end of the reporting year, (2) the appeal or request is pending a decision or scheduling of hearing, or (3) the case was opened just before closing of previous reporting year.

*Faculty/Staff Consultations*³ are the total number of faculty, staff and administrators who contacted the Student Advocacy Office for advice on handling student matters.

Demographics⁴

Of the students for whom a case file was opened during the reporting years, there were slightly more females (51%) than males (49%).

² The number of reported individual student cases is different than the specific issues that are presented to the office by individual students, which will be discussed later in this report.

³ For 2017-2018, consults with the Director are not included.

⁴ Demographic statistics are based on number of issues, not individual students.

For 2016-2017, 43% of student issues involved international students, and for 2017-2018, 49% of student issues involved international students. Although this is a slight decrease from the previous reporting year (51%), it is still disproportionate to the total number of international students at the U of M (approximately 16% of the U of M population during these 2 years)⁵.

Historically, students presenting to Student Advocacy are enrolled in faculties that have the largest number of students: University 1, Science, Arts, and Faculty of Graduate Studies⁶. See Table 2 for a breakdown of students by faculty of registration. One new trend noted for the 2017-2018 reporting year is an increase in students from Extended Education. The majority of the Extended Education students were from the newly established certificate programs as opposed to General Studies.

Table 2: Student Cases by Faculties of Registration	2017-2018	2016-2017	2015-2016
Faculty of Science	24%	25%	27%
Faculty of Arts	21%	21%	17%
Faculty of Graduate Studies	9%	12%	13%
University 1	13%	10%	10%
Extended Education	9%	4%	3%
Health Sciences ⁷	5%	5%	5%
Other ⁸	19%	23%	25%
Total	100%	100%	100%

Student Advocacy appreciates the high number of referrals we continue to receive from the University community. In these reporting years, just over half of the students contacting our office came from referrals (52% average over the 2 years). The source of the majority of these referrals (over three quarters) is notably from academic units (faculties, colleges, schools or departments). We have also noted an increase in the number of referrals from the Access and Aboriginal Focus program, Indigenous Student Centre, and Indigenous student advisors.

Categorization of Issues

As part of the intake and case file management process, we identify the issue(s) the student is presenting to the office. In some cases, a student may return for assistance with new or different issues or the situations that some students present with are complex and may involve multiple pathways to resolution,

⁵ Office of Institutional Analysis reports as of [November 1, 2016](#) and [November 1, 2017](#).

⁶ [Office of Institutional Analysis](#) reports for Fall 2016 and Fall 2017.

⁷ Undergraduate faculties only.

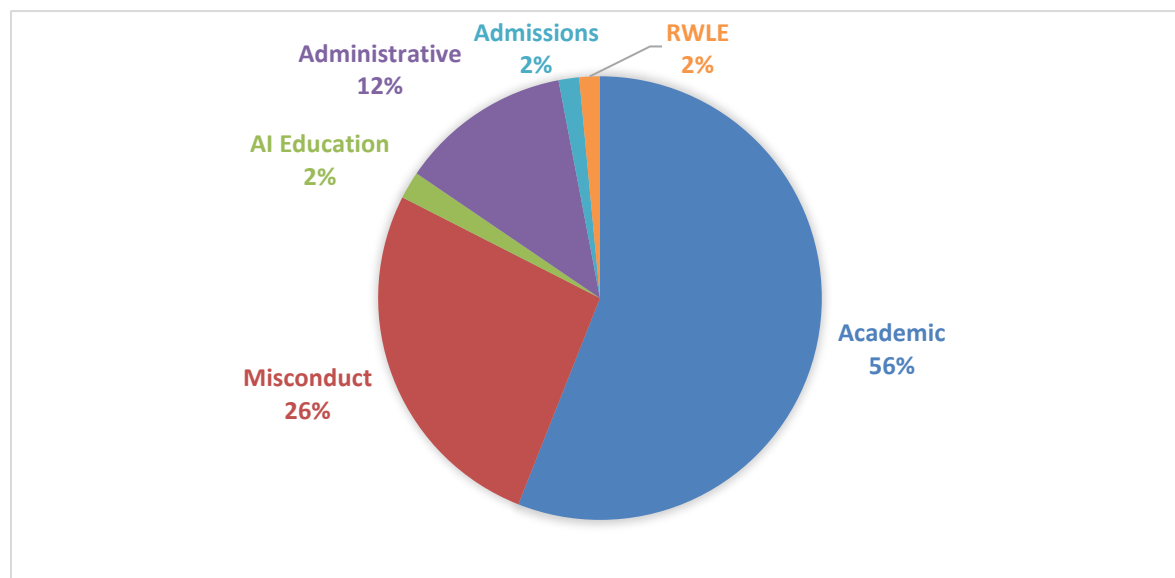
⁸ Other is comprised of the remainder of the Faculties/Colleges/Schools

require coordination of other services, and/or span more than one academic year. Table 3 provides the total number of issues over the last four reporting years. As noted, there have been significant increases over time in the number of issues that the office assists students with.

Table 3: Student Issues	2017-2018	2016-2017	2015-2016	2014-2015
	1,843	1,504	1,241	1,233

Each issue is categorized as academic, misconduct (academic and non-academic), administrative, admissions, and those that involve the Respectful Work and Learning Environment policy. Figure 1 provides the proportion of issues by category⁹.

Figure 1. Categorization of Issues (Average across reporting years)



Each category is explained below and in some instances, broken down further into subcategories.

⁹ In 2015-2016 the breakdown of issues by category was Academic 50%, Misconduct 39%, Administrative 8%, Admissions 2%, and RWLE 1%. Academic Integrity Education was not included in previous years.

Academic Issues

Academic issues are further organized into four sub-categories, described below. See Table 4 for comparison of issues between reporting years, which increased in all areas except Professional Conduct/Experiential Learning.

1. *Special requests* include requests for academic concessions that a student makes to their program, typically based on medical or compassionate circumstances (e.g., authorized withdrawals, deferred examinations, term work extensions, or leaves of absence). Authorized Withdrawals (AW) tend to be the most common academic issue, and have increased significantly over the last few years. For example, there were 300 AW requests in 2015-2016. In 2016-2017, there were 466 AW requests and in 2017-2018, there were 593 AW requests (almost double the amount from 2015-2016).
2. *Complaints* are concerns and grievances (e.g., term work or final grade appeals, conflict with an instructor or graduate advisor; breaches of ROASS¹⁰);
3. *Academic deficiency* involves situations where a program has determined a student has not met the academic performance requirements and a decision is made that prevents progression (e.g., academic suspension); and ineligible to proceed;
4. *Professional conduct or experiential learning* includes breaches of program-specific academic policies (e.g., professional unsuitability bylaw or unsafe practice or debarment) and/or issues that arise in experiential learning environments (e.g., practicum, clinical, field, or co-op placements).

Table 4: Academic Issues	2017-2018	2016-2017	2015-2016
Special Requests	739	602	405
Complaints	201	174	158
Academic Deficiency	62	45	40
Professional Conduct/Experiential Learning	6	21	23
Total	1008	842	626

Misconduct Issues

Misconduct issues are divided into two categories: academic misconduct and non-academic misconduct. Table 5 provides information about academic misconduct cases in comparison to the previous reporting year.

¹⁰ [Responsibilities Of Academic Staff With Regards To Students \(ROASS\)](#)

Table 5: Academic Misconduct	2017-2018	2016-2017	2015-2016
Academic Fraud	5	1	2
Application Fraud	7	5	8
Forged Documentation	1	4	3
Personation	20	21	3
Inappropriate Collaboration	132	96	149**
Plagiarism	208	153	197
Cheating	61	48	67
Duplicate Submission	2	1	1
Unauthorized Material	27	19	14
Other Academic Discipline	7	19*	2
Total	470	367	446

*Due to some issues being categorized as both personation and plagiarism by the Faculty, they were coded into the 'other' category for this reporting year.

**In 2015-2016, there were some unusually large group cases which inflated this number.

Non-Academic Misconduct

Non-academic misconduct issues involve student behavior that falls under the Non-Academic Misconduct and Concerning Student Behaviour Procedure (e.g., inappropriate/disruptive behavior, inappropriate use of computer, unprofessional behaviour, etc.). The number of issues for 2016-2017 was 17 and for 2017-2018 was 23. These represent an increase over the previous reporting year¹¹. It is important to note that in September 2016, the Student Discipline By-Law policies were separated in to the Academic Misconduct Procedure and Non-Academic Misconduct and Concerning Student Behaviour procedure. Therefore, there may have been increased awareness and adherence to this new procedure for non-academic misconduct issues.

Administrative, Admissions and RWLE-related Issues

The *Administrative* category includes matters that involve an administrative office. Examples include tuition fee appeals and transcript notation removal requests submitted through the Registrar's Office. Table 6 shows an increase in Administrative issues over the last three reporting years, most significantly between the last two years. This is primarily due to an increase in tuition fee appeals our office assisted students with during the reporting years (129 fee appeals in 2016-2017 and 197 fee appeals in 2017-

¹¹ There were 14 non-academic misconduct issues in 2015-2016. The increased number for 2017-2018 was due to a large group issue involving unprofessional behavior.

2018). As previously noted, the office also saw an increase in Authorized Withdrawal requests over these years, which may also account for the increase in number of tuition fee appeals.

The *Admission* category involves requests for reconsideration or appeals of denied entry to a prospective faculty or program. Table 6 shows the number of students presenting with admissions-related concerns over the past three years, remaining fairly consistent.

Respectful Work and Learning Environment (RWLE) issues involve referral to or coordination with the Office of Human Rights and Conflict Management. These cases include students who wish to make a complaint (informal or formal) or who are seeking assistance in responding to a complaint. Table 6 shows the number of RWLE issues presented to the office. In September 2016, the RWLE policy was revised, and a Sexual Assault (SA) Policy was created. The increase in contacts to the Student Advocacy office during the 2016-2017 reporting year may have been related to the policy revisions and increased awareness of these policies during that year; however, it is noted that there was a decrease in the number of RWLE/SA issues in 2017-2018. It is worth noting that the Student Support Case Manager/Worker will often provide support to students, particularly regarding sexual violence cases, and so some students may have opted to work with that office for support and assistance through an investigation process.

Table 6: Administrative, Admissions & RWLE	2017-2018	2016-2017	2015-2016
Administrative	257	171	114
Admission	23	31	26
RWLE/SA	20	37	15
Total	300	239	155

Resolution of Issues

Table 7 presents resolutions for issues according to the different types of outcomes. Although the majority of cases are handled through a formal process, there are still a large number that are resolved informally.

Informal Resolution means the advocate aided through providing information and advice, worked on behalf of a student to make a request and/or to mediate an issue, made a referral to another office, or the student decides not to pursue his/her concern. *Formal Resolution* means that there was a formal discipline or academic meeting and/or hearing involved in the case. Of the issues resolved within a *Formal* process, a many involved a discipline investigation meeting (the majority for 2016-2017). The remainder involved outcomes of a request or an appeal meeting or hearing. The majority of requests and appeals had a positive resolution (i.e., the student's request was granted, or they received a modification to the outcome). *Other* involves situations wherein a student retains a lawyer, the advocate withdraws

services, the matter proceeds to an external investigation, or a student withdraws his/her appeal after it is submitted.

Table 7: Resolution of Issues		2017-2018		2016-2017		2015-2016	
Informal		778 (43%)		679 (46%)		507 (41%)	
Formal	(disc investigation)	1010	396 (22%)	774 (53%)	384 (26%)	729 (59%)	388 (31%)
	(appeal/request)	(56%)	464 (26%)		310 (21%)		341 (28%)
Other		9 (<1%)		15 (1%)		5 (<1%)	
Total		1,797* (100%)		1,468* (100%)		1,241 (100%)	

*Academic Integrity Education issues are not included in these resolution statistics, so the total differs slightly from the overall number of Student Issues

Academic Integrity Education

Our 2015-2016 Annual Report made a recommendation for an Academic Integrity Coordinator position, which started as a term position and in 2016-2017, became a permanent position. During the reporting years, Loie Gervais was the Academic Integrity Coordinator. With this position, the Student Advocacy office was able to offer another type of support to students, Academic Integrity Education. In 2016-2017, Loie provided post-discipline academic integrity education to 36 students, and to 42 students in 2017-2018.

Below is a summary of the Academic Integrity educational work done through the Student Advocacy office.

2016-2017

- Launched an institution-wide academic integrity campaign;
- Organized an Academic Integrity Month in October which was a collaboration between several units on campus aimed at highlighting educational opportunities for students, faculty and staff;
- Helped The Centre for the Advancement of Teaching and Learning (CATL) host the province's first Academic Integrity Inter-Institutional Meeting (AIIM);
- Offered the Academic Integrity Ambassador program, recruiting students through UMSU who held academic programmer positions on their student faculty councils;
- Partnered with CATL on outreach project targeted at engaging secondary school educators; and
- Created post-discipline support within the existing AI Coordinator role to help students avoid repeat allegations, as well as delivery of the "Cite Right" program.

2017-2018

- Piloted undergraduate academic integrity tutorial, which targeted all incoming first year high school students. The tutorial was implemented by the Tutorial Project Board, a group comprised of representatives from the Registrar's Office, Admissions, Centre for the Advancement of Teaching and Learning, Student Advocacy, and Student Engagement and Success. The compliance rate was 29%.
- Collaborated with The Academic Integrity Advisory Committee visual plagiarism working group and the Flexible Learning HUB to develop an online interactive module resource for visual arts and design students.
- Developed specific resources including: a writing resource for Bannatyne/Health Sciences students; a plain language template for workshops; a step-by-step guide to the academic misconduct investigatory process for decision makers; and an online resource or workshop for international students.

Office

During these reporting years, the Student Advocacy office was part of the unit, Student Advocacy and Accessibility, which also included Student Accessibility Services and PlayCare. As of July 2018, these 3 units separated (with Student Accessibility Services becoming its own independent unit, and PlayCare becoming part of the Campus Children's Centre). As of January 2019, the Student Advocacy office was joined with Student Support Case Management into the new unit, *Student Advocacy and Case Management*. For the purpose of this report, the information below regarding office staffing reflected those in place at the time of Student Advocacy and Accessibility unit.

Staff

The full time staffing complement of the Student Advocacy office during these reporting years included:

- Director, Student Advocacy and Accessibility¹²;
- Four Student Advocates
- Academic Integrity Coordinator

¹² As of January 2019, this position is now Director, Student Advocacy and Case Management.

- Three Administrative positions shared with Student Accessibility Services:
 - Assistant to the Director;
 - Confidential Intake Assistant (also shared with Student Support Case Management)
 - Programs Assistant

Administrative Review

An administrative review of Student Advocacy was carried out in Winter 2017. The internal reviewers were Krystyna Koczanski (Faculty of Science) and Greg Sobie (Faculty of Arts). The external reviewer was Deborah Eerkes (University of Alberta). There were 13 recommendations and many of these have been implemented. The review process was an affirming experience as it provided an opportunity for reflection on what the unit has accomplished to date and identified areas of improvement.

Professional Development

In the 2 reporting years, staff participated in a number of professional development activities highlighted below:

- Julia Osso, Matthew Carvell and Loie Gervais took part in Mental Health First Aid training. Julia Osso attended ASSIST Training.
- Julia Osso participated in NACADA webinar: “Building Advising Competence – Conceptual Understanding Component”, and “Restoring Wholeness: The Connection Between Neuroscience and the Treatment of Trauma” by Gabor Mate.
- Heather Morris completed UM Leaders Learning Program.
- Heather Morris attended and presented at the annual conference for Canadian Association of University and College Student Services, and attended the Post-Secondary Educational Partnership on Alcohol Harms as a designated representative for University of Manitoba.
- Susie Ally attended the Strangers in New Homelands Conference held at the University of Manitoba.
- Meghan Menzies was trained through the Sexual Assault Working Group as a by-stander intervention training facilitator.
- All staff attended Responding to Sexual Assault Disclosure workshops on campus, Student Affairs Professional Development Day, and a Trauma-Informed Care workshop hosted by Klinik.

Presentations and Workshops

An important mandate of the office is education for and outreach to the University community. Student Advocacy staff prepared and delivered between 100-150 presentations and workshops between the last 2 reporting years. Staff members were invited to speak at student orientations and were asked, throughout the year, to present in classes or to groups of students on student rights and responsibilities, academic

integrity, and student conduct. Staff also offered workshops to faculty, staff and administrators on fairness, student discipline process, incivility, and academic integrity.

Student Advocacy has continued to partner with other offices on campus (i.e., Office of Fair Practices and Legal Affairs, Academic Learning Centre and Office of Human Rights and Conflict Management) to deliver joint presentations and workshops. With the introduction of new and revised behavioural policies¹³ in Fall 2016, presentations and workshops were offered to different units to explain the changes. The office offered continued training to student appeals committee chairs, members, and support staff and those responsible for investigating student academic or non-academic misconduct. These workshops – *Conducting Fair Hearings*, *Role of Chairs in Student Appeals Hearings*, and *Fair Investigations* – were offered throughout the academic year at both campuses and scheduled through Learning and Organizational Development or upon request to Student Advocacy.

With the establishment of the Sexual Assault Policy and other education and prevention initiatives at the university, Student Advocacy staff were involved in workshops and presentations in this area as well. This includes By-stander Intervention Training (for students) and Responding to Sexual Assault Disclosures for faculty and staff (jointly presented with Student Support, Health and Wellness, Student Residences, and Office of Human Rights & Conflict Management).

There was also an increase in requests for orientations and presentations on the topic of student rights and responsibilities, and academic integrity for international students (for example, through International Centre, Extended Education certificate programs, and International College of Manitoba).

Committee Work

During the reporting years

- Brandy Usick co-chaired university-wide working groups on Academic Integrity, Cooper Commission Implementation, and Child Care Working Group.
- Loie Gervais was a member on the Academic Integrity Working Group and all sub groups (faculty, student and "Cite Right"). Susie Ally was a member of the student sub group.
- Heather Morris was a member of the Writing Tutor Advisory Committee.
- Susie Ally attended meetings of the International Student Advisors Network.
- All the Advocates rotated in attending meetings of the U of M Advisor Exchange (UMAE).

¹³ Behavioural Policies include: Respectful Work & Learning Environment, Sexual Assault, and Student Discipline By-Law (including Student Academic Misconduct Procedure, and Non-Academic Misconduct and Concerning Student Behaviour Procedure).

- Brandy Usick and Meghan Menzies were members of the Sexual Assault Working Group (later changed to the Sexual Assault and Violence Steering Committee).
- Heather Morris participated on the Campus Resource and Enhanced Support Team (CREST).
- Brandy Usick was a member of the Senate Committee on Instruction and Evaluation (resource) and the Faculty of Graduate Studies Programs and Guidelines Committee.
- Brandy Usick was involved with the Student Conduct Community of Practice within CACUSS (Canadian Association of College and University Student Services).

Scholarly and Teaching Activities

- Brandy Usick presented *Creating an Institutional Strategy for Academic Integrity at the University of Manitoba* at the Academic Integrity Inter Institution Meeting held at the University of Manitoba in June 2017. Loie Gervais and Susie Ally facilitated a cracker barrel session on Organizing Academic Integrity-Themed Campus Events.
- Brandy Usick and Loie Gervais facilitated a professional development session for Manitoba Association of Teachers of English, along with Brenda Stoesz, Centre for Academic Teaching and Learning.
- Loie Gervais and Brandy Usick presented at the International Centre for Academic Integrity conference in February 2018. Brandy, along with Sarah Eaton from University of Calgary, launched a practitioners' journal, *Canadian Perspectives on Academic Integrity*. Loie published an article on the development of the U of M's Academic Integrity campaign.
- Heather Morris and Brandy Usick continued to co-teach *Role of the Student and Student Needs*, a core course for the Certificate in University and College Administration (CUCA) level 1¹⁴ offered through CHERD. Susie Ally was a guest lecturer for one of the modules in 2017-2018.

Educational Activities

- Heather Morris completed the Social Work Field Instructor course through the Faculty of Social Work, and supervised a social work student doing her field placement credit towards her Bachelor of Social Work degree.

Recommendations

It is noted in this report, a significant increase in the number of Authorized Withdrawal requests handled by the Student Advocacy office. The office has observed a large number of these requests include circumstances related to student mental health issues. A recommendation from this report would be that

¹⁴ [Certificate in University and College Administration \(CUCA\) level 1](#)

administrators, academic committee members, and staff members who are responsible for making decisions on these requests participate in educational awareness on mental health issues. It is important that individuals in these positions have an accurate understanding of the experience of individuals with mental health issues and the various ways in which these health issues can impact students' academic ability. This will help ensure that decisions can be made on these requests/appeals from an informed and fair perspective.

Special Acknowledgement

In July 2018, Brandy Usick moved to a new position at the University of Manitoba as Executive Director, Student Engagement and Success. Brandy had been with the Student Advocacy office since 1999, and Director of the office for over 10 years. Brandy was instrumental in developing and growing the Student Advocacy and Accessibility unit into a successful student support office and collaborative partner to many offices on campus. We wish to acknowledge Brandy's dedication to high-quality student service and recognize her excellent leadership and commitment to the staff she worked with over her time in this unit.



UNIVERSITY
OF MANITOBA

Office of the Provost & Vice-President (Academic)

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MEMORANDUM

TO: Jeff Leclerc, University Secretary
FROM: Susan Gottheil, Vice-Provost (Students)
DATE: February 5, 2019
RE: Proposed Admission Targets 2019/2020

Attached please find the proposed Undergraduate Admission Targets for undergraduate programs for Fall 2019.

There are three changes that have been made to the admissions targets from last year. Health Studies has grown from 25 seats to 40 seats and Health Sciences has also grown from 25 seats to 40 seats. The enrolment target is being restored to the number of seats that was originally approved by the province.

Although the target has not changed, there will be no intake into Pharmacy in 2019 as this is a transition year to the PharmD program.

Please forward this document to the members of Senate and the Board of Governors for their information.

SMG:md
attachment

Summary of Undergraduate Admission Targets

January 21-2019

Program	Effective for fall 2018 intake	Effective for fall 2019 intake
Faculty of Agricultural & Food Sciences		
Agricultural & Food Science (Degree)*	165	165
Human Nutritional Sciences (Degree)	90	90
Agriculture (Diploma)*	85	85
Internationally Educated Agrologists	15	15
Faculty of Architecture		
Environmental Design	100	100
Faculty of Arts*		
Arts (Degree)	open	open
Arts (Degree) - Integrated Studies	open	open
Asper School of Business*		
Management (Degree)	420	420
Faculty of Education		
Education After Degree (Early)	70	70
Education After Degree (Middle)	70	70
Education After Degree (Senior)	140	140
Faculty of Engineering		
Engineering*	364	364
Engineering - Internationally Educated Engineers	25	25
CHR Environment, Earth & Resources*		
Environment, Earth & Resources (Degree)	135	135
School of Art		
School of Art: Diploma*	15	15
School of Art: Degree*	100	100
School of Art: Art History	15	15
Faculty of Health Sciences		
Health Studies (Degree)	25	40
Health Sciences (Degree)	25	40
College of Dentistry		
Dentistry (Degree)	29	29
Dentistry - International Dentist Degree	6	6
School of Dental Hygiene		
Dental Hygiene*	26	26
Dental Hygiene - Degree Completion	3	3
College of Rehabilitation Sciences		
Respiratory Therapy (Degree)	16	16
College of Medicine		
Medicine	110	110
Family Social Sciences	80	80
College of Nursing		
Nursing (Degree)	240	240
College of Pharmacy		
Pharmacy (Degree)	55	55 - See note 1
Faculty of Kinesiology & Rec Management		
B Kin (AT)	24	24
B Kin*	65	65
B P E*	35	35
B RM & CD*	40	40
Faculty of Law		
Law (Degree)	106	106
Marcel Desautels Faculty of Music		
Music*	60	60
Music - Jazz Studies*	15	15
Faculty of Science*		
Science (Degree)	Target under consideration - See note 2	Target under consideration - See note 2
Faculty of Social Work		
Social Work (on campus)	75	75
Social Work - Distance Delivery	100	100
Social Work - Inner City	60	60
Social Work - Northern External	10	10
Social Work - Northern Program	35	35

Programs with an asterisk have a direct entry option

Notes:

- There will be no 2019 intake into Pharmacy as part of the transition to the PharmD program.
- Science does have a cap of between 1200 & 1500; however, this is an older figure and discussions are required prior to finalizing the target.



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Office of the President

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Date: March 6, 2019

To: Jeff Leclerc
University Secretary

From: David T. Barnard, O.M., Ph.D., FRSC
President and Vice-Chancellor

Subject: Request for Temporary Increase to Admission Targets, Bachelor of Kinesiology

I attach a recommendation from Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs) to temporarily increase the annual Admission Targets for the Bachelor of Kinesiology.

Under the Admission Targets policy, it is the President who approves changes to, or the introduction of, enrolment limits following consultation and discussion with the dean or director and with Senate and the Board.

Accordingly, please place this item on the agenda for the March 20, 2019 Senate Executive meeting and the April 3, 2019 Senate meeting.



Office of the Provost & Vice-President (Academic)

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Date: March 6, 2019

To: Dr. David Barnard, President and Vice-Chancellor

From: Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)

Re: Recommendation for Temporary Increase to Admission Targets, Bachelor of Kinesiology (B.Kin.)

Under the Admissions Target Policy, and at the request of Dean Douglas Brown, Faculty of Kinesiology and Recreation Management, I am requesting that you consider a temporary admission target increase of eighteen students for the Bachelor of Kinesiology program, for the Fall 2019 and Fall 2020 intakes.

As noted in the attached, the Faculty is exploring an increase in direct entry admissions to the program to address growing demand in the field. The temporary increase will allow the Faculty to complete an impact analysis on resources -- including instructional resources, course offerings, and space -- prior to choosing whether to move forward with a request to permanently increase targets and grow the program.

Consistent with the Admissions Target Policy, the President may approve changes to admission targets to a program following consultation with the Dean/Director, Senate, and the Board of Governors. As such, I would request that you give this request favorable consideration.

Please note that in consultation with the Office of the University Secretary, I have confirmed that to facilitate consultation with Senate and the Board at their next meeting, your advice in this regard should be submitted to their office for no later than Friday, March 8, 2019.

Cc.: Janice Ristock, Provost and Vice-President (Academic)
Doug Brown, Dean, Faculty of Kinesiology and Recreation Management
Susan Gottheil, Vice-Provost (Students)
Jeff Leclerc, University Secretary
Jeff Adams, Executive Director, Enrolment Services
Cassandra Davidson, Academic Program Specialist



UNIVERSITY
OF MANITOBA

Faculty of Kinesiology
and Recreation Management

102 Frank Kennedy Centre
Winnipeg, Manitoba
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MEMORANDUM

DATE: February 26, 2019

TO: Dr. David Collins, (Integrated Planning and Academic Programs)

FROM: Dr. Douglas Brown
Dean, Faculty of Kinesiology and Recreation Management

RE: **Temporary increase to admission targets for the 2019 and 2020 intake in the Bachelor of Kinesiology Program**

Change Requested

The Faculty of Kinesiology and Recreation Management (FKRM) is proposing a temporary increase to its admission targets for each of the 2019 intake and the 2020 intake years. We want to test the viability of permanently increasing enrolment in this degree program. The Faculty would like to admit 18 additional students in each of these two years. The reason the request is for a two-year period is that the Faculty would like to admit a total of 35 new students in the fall of 2019, 18 via the direct entry route and 17 via the advanced entry route. Since admission targets are based on year two admission, it is important to plan for the 18 additional seats to accommodate the 2019 direct entry admits who will persist to year two in 2020.

Rationale

Enrolment into the BKin program is consistently competitive. Over the past couple of years, we have increased the number of admissions through direct entry while maintaining an overall target of 65 students. This means that we have admitted fewer students through advanced entry although demand remains high. As a general trend, the cut off for direct entry out of high school has been roughly 89%. For direct entry BKin students, the time to graduation is 91% after 6 years. For advanced entry BKin students, the time to graduation is 84% after 6 years. The BKin program is one of the smallest in Canada relative to the overall size of the University and the geographical catchment area. Also, most kinesiology programs in Canada admit the majority of their undergraduate students directly from high schools. The job market for BKin graduates remains strong. Empirical scientific evidence proves that exercise and active lifestyles contribute to the prevention of disease. Among healthcare professionals, exercise prescription is increasingly

common for the treatment of particular types of chronic disease. Internationally, academic researchers and healthcare practitioners actively promote the role of exercise prescription in the prevention and treatment of disease. By coining the phrase “exercise is medicine” the role of kinesiologists within healthcare is more clearly defined. Kinesiology graduates are trained to promote healthy active lifestyles, assess individual fitness and prescribe exercise for specific health and performance outcomes. Increasingly, graduates from kinesiology are invited to join inter-professional healthcare teams in hospitals, rehabilitation facilities and health and wellness centres (e.g. RehFit Centre and Wellness Centre). Other BKin graduates pursue careers in the sport, fitness and health industry. Finally, a portion of BKin graduates pursue post-graduate education in licensed health professions such as physiotherapy, occupational therapy, massage therapy, medicine, chiropractic, and orthotics/ergonomics. Over the next two years, the Faculty of Kinesiology and Recreation Management will conduct an in-depth review of the employment opportunities and market demand for graduates of this degree. Our review will draw on the expertise of the membership of the Canadian Council of University Physical Education and Kinesiology Administrators (CCUPEKA). Dean Dr. Douglas Brown is the incoming President of this national accreditation body.

Anticipated Demand for Next Year - Admission statistics

The Faculty increased the proportion of direct entry admits for the fall 2018 intake from 17 to 35. We had no difficulty admitting this increased number of students from high school. Direct entry students were admitted with the minimum high school average of 85%. The additional 18 direct entry admits will be taken into account when doing 2019 selection. The program was also able to successfully meet its overall admission target in 2018 through advance entry students. The GPA cut off for advanced entry was 2.30.

Application numbers

Actual 2018 intake (applications received from application opening date – February 12, 2018):

Direct entry: 33

Advanced entry: 47

Proposed 2019 intake (applications received from application opening date – February 12, 2019):

Direct entry: 86

Advanced entry: 45

Anticipated impact on resources, including instructional resources, course offerings, and space

Impact on the resources of the Faculty of Kinesiology and Recreation Management will be relatively minor and quite manageable. Administratively, our academic advising staff do not feel that the increase will significantly impact their workload. We will, however, be monitoring the impact during this trial period. We feel that we can accommodate the additional students within existing course offerings. To ensure quality of class room experience is maintained we may need to add one additional lab section to the anatomy and exercise physiology course.

Adding one additional lab section to anatomy and exercise physiology may be necessary. More likely, we will increase the number of seats per lab section. The same strategy will apply to three third year courses with either labs or seminars. If we decide to add lab and/or seminar sections, we have the capacity within our graduate program to staff these TAs positions. Because we manage

the undergraduate anatomy, biomechanics and exercise physiology labs, space availability is not an issue. The financial impact of additional TAs, if required, is manageable.

Anticipated impact to other units

The only academic unit minimally impacted is the Faculty of Science. The Faculty of Science offers BIOL 1410 and BIOL 1412. These are required courses for students applying for the BKin with advance standing. Students who are admitted directly from high school would take these courses in their first years. Therefore, the Faculty of Science would be impacted by only an increase of 18 direct-entry students in 2019. As these courses are commonly taken by incoming students from a range of Faculties, the Faculty of Science is likely equipped to accommodate a small increase in students taking these courses. On March 4, 2019, we contacted the Dean of Science who indicated that, in principle, they could accommodate this size of increase. Dr. Baum also told us that if our proposal is supported, there is a process that Deans must follow to officially notify the Dean of Science of impending increases.




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Date: February 7, 2019

To: Jeff Leclerc
University Secretary

From: Dr. David Barnard, O.M., Ph.D., FRSC
President and Vice-Chancellor 

Re: Increase to Admission Targets, Bachelor of Health Sciences and Bachelor of Health Studies

The recommendation to increase admission targets for the Bachelor of Health Sciences and Bachelor of Health Studies was forwarded for consultation with Senate on January 9, 2018 and the Board of Governors on January 29, 2019. The two programs were originally approved with admission targets of 40 students, which were subsequently decreased to 25 students based on enrolment trends. The request to increase the targets back to the original 40 students responds to renewed student demand for the programs.

Under the Admission Targets Policy, it is the President who approves changes to, or the introduction of, enrolment limits following consultation and discussion with the dean or director, Senate and the Board of Governors. As no significant concerns have been raised, the request to increase the targets to the original 40 seats for the Fall 2019 intake is approved.

I would request that you proceed accordingly.

Cc: Dr. Janice Ristock, Provost and Vice-President (Academic)
Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)
Dr. Brian Postl, Dean, Rady Faculty of Health Sciences and Vice-Provost (Health Sciences)
Dr. Mark Nachtigal, Director, Interdisciplinary Health Program
Mr. Jeff Adams, Executive Director, Enrolment Services
Mr. Neil Marnoch, Registrar
Mr. Randy Roller, Executive Director, Office of Institutional Analysis
Ms. Cassandra Davidson, Academic Programs Specialist



SENATE COMMITTEES WITH CURRENT OR UPCOMING VACANCIES:

- [Senate Committee on Academic Accommodation Appeals](#) (*student positions only*)
- [Senate Committee on Academic Computing](#) (*faculty positions only*)
- [Senate Committee on Academic Dress](#) (*student positions only*)
- [Senate Committee on Academic Freedom](#)
- [Senate Committee on Academic Review](#)
- [Senate Committee on Admissions](#)
- [Senate Committee on Admission Appeals](#)
- [Senate Committee on Appeals](#)
- [Senate Committee on Awards](#)
- [Senate Committee on the Calendar](#) (*student position only*)
- [Senate Committee on Curriculum and Course Changes](#)
- [Senate Committee on Honorary Degrees](#) (*faculty positions only*)
- [Senate Committee on Instruction and Evaluation](#)
- [Joint Senate Committee on Master's Programs](#)
- [Senate Committee on Libraries](#)
- [Senate Committee on Medical Qualifications](#) (*faculty position only*)
- [Senate Planning and Priorities Committee](#)
- [Senate Committee on Rules and Procedures](#)
- [Senate Committee on University Research](#) (*faculty positions only*)

Terms of reference and composition of all Senate committees can be found at:

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



SENATE COMMITTEE INTEREST FORM

Name:

Faculty:

Faculty

Graduate Student

Undergraduate Student

Please indicate which committees are of interest to you:

Senate Committee on Academic
Accommodation Appeals
Senate Committee on Academic Computing
Senate Committee on Academic Dress
Senate Committee on Academic Freedom
Senate Committee on Academic Review
Senate Committee on Admissions
Senate Committee on Admission Appeals
Senate Committee on Appeals
Senate Committee on Awards
Senate Committee on the Calendar
Senate Committee on Curriculum and Course
Changes

Senate Committee on Honorary Degrees
Senate Committee on Instruction and
Evaluation
Joint Senate Committee on Master's
Programs
Senate Committee on Libraries
Senate Committee on Medical Qualifications
Senate Committee on Nominations
Senate Planning and Priorities Committee
Senate Committee on Rules and Procedures
Senate Committee on University Research

Please provide a brief summary of why you are interested, and what experience you would bring to this/these Committee(s):

THE FORM MAY BE SUBMITTED BY CLICKING ON THE "SUBMIT" BUTTON BELOW OR BY SENDING TO:

Office of the University Secretary
312 Administration Building
Attention: Sandi Utsunomiya
sandi.utsunomiya@umanitoba.ca

SUBMIT



UNIVERSITY
OF MANITOBA

Office of the University Secretary

312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone: (204) 474-9593
Fax: (204) 474-7511

MEMORANDUM

DATE: February 26, 2019

TO: David Barnard, Chair, Senate

FROM: Jeff M. Leclerc, University Secretary 

SUBJECT: *APPROVAL OF MOTION, Executive Committee – February 21, 2019*

On February 26, 2019, the Executive Committee, on behalf of the Board of Governors, approved the following motions:

THAT the Executive committee, on behalf of the Board of Governors, approve eleven new offers, nine amended offers, and the withdrawal of four offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated December 18, 2018].

THAT the Executive Committee, on behalf of 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 December 18, 2018].

Copy: D. Jayas
J. Ristock
S. Coyston

JL/sf

PRESIDENT'S REPORT: March 27, 2019

GENERAL

The 2019 Three Minute Thesis (3MT®) research final competition takes place Monday, March 18 from 7-9 PM at the Robert B. Schultz Lecture Theatre at St. John's College. The 3MT® challenges students to consolidate their ideas and research discoveries so they can be presented concisely to a non-specialist audience. Seventy-three students applied, thirty-six competed in the heats, and fourteen students were selected by the judges to present their research at the event finals. The winner takes home the Dr. Archie McNicol Prize (\$2,500) and will advance to the regional finals.

Nominations for the Board of Governors alumni representative position opened on February 15 and will be open until March 15, 2019. University of Manitoba alumni elect three fellow graduates of the 23 University of Manitoba Board of Governors positions. The election period will be from April 15 to May 15, with the successful candidate announced the following week.

The University of Manitoba Bisons track and field teams hosted the 2019 U SPORTS Track and Field Championships March 7-9. Across 6 events, twenty-nine Bison athletes found the podium, the women's team secured a 9th place finish overall and the men's team earned a national bronze medal, its first national team medal since 1996.

Dr. Janice Ristock, Provost and Vice-President (Academic) has established an advisory committee chaired by Dr. Catherine Cook, vice-dean, Indigenous, Rady Faculty of Health Sciences to consider the current mandate of the vice-provost (Indigenous engagement) (VPIE) position at the University of Manitoba and the needs and supports required to move forward. The committee, which includes an Elder; Indigenous faculty, staff and students; and senior academic leadership, plans extensive consultation with the community and will provide recommendations on the role/mandate of Indigenous senior leadership, required supports and associated reporting structures/units, with a final report due summer 2019.

ACADEMIC MATTERS

- The University of Manitoba Space Applications and Technology Society (UMSATS) has won the 2017/18 Canadian Satellite Design Competition. It is a competition for teams of university students to design and build a fully-operation cube satellite – cubesat in engineering terms – a small, operational satellite that can conduct a space mission. (UMSATS) is one of University of Manitoba's largest interdisciplinary student groups consisting of undergraduate to graduate students, from many faculties including Engineering, Physics, Biology, Business, Education and Kinesiology.
- Two teams of students from the Asper School of Business recently finished first in two categories (finance and business policy) at the Inter-Collegiate Business Competition (ICBC). ICBC is the world's most academically rigorous case competition, and Canada's oldest, largest and most prestigious competition for undergraduates.

- The Asper MBA Case Competition team won the Haskayne Ivey East Meets West MBA Case Competition. East Meets West aims to be the premier leadership competition in Canada. The competition challenges team members to work through live business cases that challenge the fiscal demands of a good business with the ethical demands of good leadership and how they can be used together to further business goals.
- The ninth annual Teacher Recognition and Manitoba Medical Students' Association Awards Dinner was recently held at the Canadian Museum for Human Rights. The Teacher Recognition Awards, voted on by medical students, honour excellence in teaching at the Max Rady College of Medicine in categories such as innovation, inspiration, mentorship, patient advocacy and small-group teaching. Awards were also presented to medical students who have distinguished themselves in the categories of citizenship, global health, community service, leadership and professionalism.
- Ruthanne Dyck and Teresa Rogers, education, alumni were named at the 2019 list of "Canada's Outstanding Principals" by The Learning Partnership, a not-for-profit organization with a focus on "preparing students to thrive in a diverse, connected, and changing world."
- Örjan Sandred curated a GroundSwell concert at the Winnipeg art gallery where two of his compositions had their Winnipeg premieres.
- Paula Berry, student, music, is the only Canadian semi-finalists in the prestigious 2019 Lotte Lenya competition held annually in New York City. The Lotte Lenya Competition recognizes talented singer/actors of all nationalities, ages 19-32, who are dramatically and musically convincing in repertoire ranging from opera/opera to contemporary Broadway scores, including the works of Kurt Weill.
- The Winnipeg New Music Festival had a special kickoff with an outdoor concert on the Assiniboine River called Glacial Time. The University of Manitoba percussion ensemble performed the Canadian premiere of John Luther Adams' piece *Inuksuit* as part of the opening night festivities.
- The Desautels Faculty of Music hosted Conductor Emeritus Craig Kirchhoff, University of Minnesota on campus for a three-day residency. Craig Kirchhoff is one of the finest and most sought after wind conductors and teachers in the world.
- Two students from the college of nursing competed in the 8th annual Shanghai International Nursing Skills Competition, marking the first time the University of Manitoba has participated in the invitation-only event. There were 11 international teams, including three teams from Canada as well as teams from the United States of America, Netherlands, Great Britain, Finland and China.

RESEARCH MATTERS

- Distinguished Professor Digvir Jayas was recently awarded the Engineering Institute of Canada's (EIC's) K.Y. Lo Medal for significant engineering contributions at the international level. Jayas, who is currently the vice-president (research and international) at the University of Manitoba and interim president of the Natural Sciences and Engineering Research Council of Canada, held a Tier 1 Canada

Research Chair in Stored-Grain Ecosystems from 2002 to 2009. He pioneered the concept of drying grain by forcing air horizontally rather than vertically to reduce energy costs during the drying process, resulting in more uniformly dried grains. The K.Y. Lo Medal was established in 1997 to recognize and encourage Canadian contributions to the field of engineering on the world stage, and to honour K.Y. Lo, Professor Emeritus of the University of Western Ontario.

- On Jan. 28, the Canadian Institutes of Health Research awarded \$10,446,074 million in funding to support University of Manitoba researchers investigating health issues affecting the lives of Canadians. The fourteen investigators and their projects are:

PI	Project Title	Awarded
Albensi, Benedict (Pharmacology and Therapeutics/St. Boniface Albrechtsen Research Centre/Children's Hospital Research Institute of Manitoba)	Sex-based differences associated with mitochondrial dysfunction in Alzheimer's disease	\$725,985
Czubryt, Michael (Physiology and Pathophysiology/St. Boniface Albrechtsen Research Centre)	Targeting scleraxis to combat cardiac fibrosis	\$1,017,450
Dixon, Ian (Physiology and Pathophysiology/St. Boniface Albrechtsen Research Centre)	Ski is a negative regulator of cardiac fibrosis	\$684,675
Fernyhough, Paul (Pharmacology and Therapeutics/St. Boniface Albrechtsen Research Centre)	Muscarinic receptor antagonism as a novel mechanism for sensory nerve repair	\$1,090,125
Giesbrecht, Ed (Rehabilitation Sciences)	Evaluation of a peer-led eHealth wheelchair skills training program: Training to Enhance Adaptation and Management for Wheelchair users (TEAM Wheel)	\$566,099
Kauppinen, Tiina (Pharmacology and Therapeutics/Kleysen Institute for Advanced Medicine, Health Sciences Centre/Children's Hospital Research Institute of Manitoba)	Microglia and cognitive impairments in offspring exposed to gestational diabetes mellitus	\$1,051,875
Mahar, Alyson (Community Health Sciences, Manitoba Centre for Health Policy)	Understanding cancer burden and outcomes for Canadians living with intellectual and developmental disabilities	\$298,352
Mark, Brian (Microbiology)	Development of a therapeutic modality to treat GM2 gangliosidosis	\$547,740
Marshall, Aaron (Immunology)	Control of B cell metabolism by the PI3K pathway: applications for autoimmunity	\$956,250
Mcmanus, Kirk (Biochemistry and Medical Genetics/Research Institute of Oncology and Hematology)	Exploring and Exploiting Reduced USP22 Expression in Colorectal Cancer	\$807,075
Roos, Leslie L; Brownell, Marni (Community Health	Health, Well-Being, and Disease-Birth to Adulthood in Manitoba	\$244,799

Sciences/Manitoba Centre for Health Policy)		
Schweizer, Frank (Chemistry; Medical Microbiology)	Preclinical studies on aminoglycoside-derived antibiotic adjuvants (AGDAAs)	\$646,425
Thiessen, Kellie (Nursing/Children's Hospital Research Institute of Manitoba); Whitecloud, Katherine (Assembly of Manitoba Chiefs)	Welcoming the 'Sacred Spirit' (child): Connecting Indigenous and Western 'ways of knowing' to inform future policy partnerships to optimize maternal child health service delivery initiatives in remote Canadian regions	\$810,901
Woodgate, Roberta (Nursing/Children's Hospital Research Institute of Manitoba/St. Boniface Albrechtsen Research Centre)	Non-suicidal self-injury among youth: Perspectives of youth who self-harm, their families and service providers	\$539,324
Woodgate, Roberta (Nursing/Children's Hospital Research Institute of Manitoba/St. Boniface Albrechtsen Research Centre)	Designing a Responsive and Integrative Model of Respite Care for Families of Children with Complex Care Needs and Conditions (CCNC) through Patient-Oriented Research	\$458,999

- On January 30, the Honourable Kirsty Duncan, Minister of Science and Sport, announced funding to Canada's most talented scholars, including early-career researchers. These awards are supported by the Social Sciences and Humanities Research Council through Insight Development Grants and Talent scholarships and fellowships. Eleven University of Manitoba researchers and thirty graduate students and one post-doctoral fellow, are among the recipients:

Insight Development Grants		
Recipient	Project Title	Awarded
Alexandrin, Elizabeth (religion)	Mystical Messianisms and the End of Religion	\$54,565
Buchanan, Sean (business administration)	Uber'ing away stigma: The impact of sharing technology on stigmatized occupations	\$66,786
Charron, Andrea (political studies)	Canada's Use of Economic Sanctions: Still Symbolic?	\$27,833
Fenton, Lara (kinesiology & recreation management)	The Gender Project: Using drag performance to explore gender identity with transgender youth	\$58,694
Hande, Mary Jean (community health sciences)	Migrant Care Work and the Geopolitics of "Aging in Place" in Canada	\$64,840
Li, Fabiana (anthropology)	Who Owns Quinoa? Extending Food Security and Intellectual Property Rights from Peru to the World	\$64,430
Mann, Janelle (economics)	Unintended consequences of fuel ethanol: market competitiveness and climate change	\$42,566
Perry, Adele (history)	Connecting the Fur-Trade and Transatlantic Slavery, 1821-1865	\$36,977
Peyton, Jonathan (environment & geography)	Energy Imaginaries: Legacies of Unbuilt Megaprojects in Canada's North	\$47,232

Tamtik, Merli (education)	Indigenous Youth Entrepreneurship in Winnipeg, Manitoba	\$38,701
Torrie, Virginia (law)	Farm Insolvency Law During the 1930s and 1940s: An Empirical Study of the Farmers' Creditors Arrangement Act in Manitoba and Ontario	\$43,765
SSHRC Postdoctoral Fellowships		
Charlton, Adar	Reading Belonging: Northwestern Ontario Anishinaabeg Readers and Literature	\$81,000
SSHRC Doctoral Awards		
Cameron, Barbara	Art as anodyne in the romantic drama of Tennessee Williams	\$60,000
Joseph Armand Bombardier Canada Graduate Scholarships – Doctoral		
El-Bialy, Rowan	The influence of message framing on attitudes towards policy change to address inequities	\$105,000
Petsnik, Corey D.	Does primed attachment security attenuate antisocial reactions to witnessing ostracism and prompt assistance of ostracized targets	\$105,000
Petty, Sarah K.	Friendship impairments and social anxiety: the impact of perceived responsiveness on self-disclosure and intimacy	\$105,000
Joseph Armand Bombardier Canada Graduate Scholarships – Masters		
Akhmetova, Roxana	Interaction and Collaboration between Indigenous Peoples and Newcomers in an Age of Reconciliation	\$17,500
Aske, Katherine	Changing farmland tenure in Alberta: social impact and environmental implications	\$17,500
Biihun, Hannah J.	'Land Grabs' on the Prairies: Changing farmland ownership in Manitoba	\$17,500
Brais, Nicolas	Self-compassion as a protective factor for perceived academic competence after a failure	\$17,500
Burns, Kleighton T.	Canada Graduate Scholarship Master's Program	\$17,500
Cadger Maclean, Chantal J.M.	Sustainability Learning in Faith-based Communities	\$17,500
Coutts, Jenna	Buddhist Moral Philosophy: The Challenge of Emptiness and Ethics in Svatantrika	\$17,500
Dilay, Ariane	Environmental Justice in India: A study on the use of environmental impact assessment in environmental courts	\$17,500
Dryden, Robert P.	Efficacy of a motivation treatment intervention for first-generation university students in an online learning environment	\$17,500
Duris, Jessica M.	A Behavioural Index of Mindful Care	\$17,500
Henderson, Emily D.C.	Non-Indigenous Involvement in Indigenous Performance Arts: A Starting Point for Engaging in Reconciliation?	\$17,500
Lehew, Kristine M.	Children in the Archives	\$17,500
Madziak, Rebecca E.	Canadian graduate scholarship-master's application	\$17,500
Morgan, Kasey R.	Constructing Literary Celebrity: The Paratexts of Aphra Behn and Delarivier Manley	\$17,500
Morrison, Catherine	Implicit Bully and Victim Stereotype Reinforcement by Others	\$17,500
Ndhlovu, Butho	Assessing Climate Change Adaptation Policies and Strategies: Planning in Canadian Prairie Capital Cities	\$17,500
Peebles, Ashley E.	Reimagining Micro-gravity Interiors	\$17,500

Piper, Jessica	Biological Architectures: Combining vernacular and biological strategies to facilitate a paradigmatic shift in sustainable architectural practice	\$17,500
Pongoski, Maria L.	An Evaluation of Rates of Skill Acquisition for Children with Autism in an Early Intensive Behavioural Intervention Program: Does the Difficulty Level of Training Tasks Influence Rates of Skill Acquisition?	\$17,500
Rempel, Zachary J.	Hunting, identity and provincial resource management: experiences of contemporary Wabaseemoong hunters in Northwestern Ontario	\$17,500
Silla, Francesca	An Exploration of the Nature of Visual Attention Deficits in Poor Elementary School Readers	\$17,500
Spearman, Claire E.	The Story, the Sacred, and the City: Constructing community through storytelling spaces	\$17,500
Star, Jared K.	Negotiating boundaries and navigating identities in Lesbian, Gay, Bisexual, Transgender, Two-Spirit and Queer social service provision	\$17,500
Struck, Shannon L.	The association between maternal participation in the healthy baby community support program and the school readiness of children at kindergarten: a Manitoba population-level retrospective longitudinal analysis	\$17,500
Vucic, Analucia	Water Deviations: Exploring the Socio-Environmental Effects of Aqueduct II in Cadereyta, Querétaro, México	\$17,500
Wall, Jason R.	Decolonization of Indigenous Architecture	\$17,500

- Fifty research projects led by thirty-one investigators received a total of \$5,154,672 in grant funding from multiple sponsors. Those projects receiving more than \$25,000 are:

PI	Sponsor	Title	Awarded
Aluko, Rotimi (Food and Human Nutritional Sciences)	Mitacs Inc.	Enzyme-assisted conversion of oat flour into protein isolate	\$ 360,000
Anderson, Hope (Pharmacy/St Boniface Albrechtsen Research Centre)	CIHR	Novel strategies to target HER2 positive breast cancer cells while circumventing anti-HER2 cardiotoxicity	\$ 105,000
Arora, Sandeep (Marketing)	Mitacs Inc.	Assessing the impact of customer service strategies on loyalty	\$ 30,000
Becker, Allan (Pediatrics and Child Health)	Winnipeg Rh Institute Foundation Inc	Development of collaborative strategies for prevention of allergy and asthma	\$ 25,000
Beddoes, Jonathan (Faculty of Engineering)	NSERC-PromoScience	Lasting STEM outreach to Indigenous youth in Manitoba	\$ 300,900
Bohm, Eric (Surgery)	Arthritis Society	Randomized controlled trial of simultaneous vs staged bilateral total knee replacement	\$ 358,060
Cha, Young Jin (Civil Engineering)	NSERC-Engage	Deep learning based on active noise control for airplane cockpit	\$ 25,000
Currie, Robert (Entomology)	Alberta Beekeepers Commission	Increased sustainability managing bee pests (Varroa Mites and Nosema)	\$ 25,884

Doupe, Malcolm (Community Health Sciences)	Manitoba Health	Western Regional Training Centre (WRTC)	\$ 155,000
El-Salakawy, Ehab (Civil Engineering)	NSERC-CRD	Assembly and connection of precast/prestressed concrete member - validation and optimization of two accelerated construction methods	\$ 111,738
Filizadeh, Shaahin (Electrical and Computer Engineering)	Mitacs Inc.	Control of modular multilevel converters for specialized functions	\$ 60,000
Hanson, Mark (Environment & Geography)	Mitacs Inc.	Freshwater oil spill remediation study at the IISD-Experimental Lakes Area: (The FOReST Project)	\$ 30,000
Jian, Fuji (Biosystems Engineering)	Mitacs Inc.	Drying, harvest, and storage conditions of buckwheat hay used for commercial production of rutin	\$ 60,000
Kazem Moussavi, Zahra (Electrical and Computer Engineering)	NSERC-Engage	Investigating the network connectivity requirements for an interactive high-resolution virtual training session	\$ 25,000
Kindrachuk, Kenneth (Medical Microbiology and Infectious Diseases)	Research Manitoba	Characterization of the molecular pathogenesis of severe influenza-bacterial co-infections at the alveolar-capillary barrier	\$ 130,000
Klonisch, Thomas (Human Anatomy and Cell Science)	CIHR	Highly selective targeting of c-Abl in human glioblastoma	\$ 60,000
Koksel Ustundag, Havva (Food and Human Nutritional Sciences)	NSERC-Engage	Effects of extrusion cooking and the use of oxidizing/reducing agents on the techno-functional properties of pulse flours	\$ 25,000
Larcombe, Linda (Internal Medicine)	SSHRC-Connection Grant	Sayisi Dene First Nation intergenerational engagement in land and resources use knowledge sharing for environmental repossession	\$ 49,985
Loewen, Laura (Faculty of Music)	SSHRC-Connection Grant	A New dawn for Art Song Performance Practice: The music of Ana Sokolovic as a vehicle for inter-University collaboration and innovation	\$ 26,031
McGavock, Jonathan (Pediatrics and Child Health/Children's Hospital Research Institute of Manitoba)	CIHR	Deepening the roots of living in a good way for Indigenous children: The Indigenous youth mentorship program	\$ 1,495,000
McGavock, Jonathan (Pediatrics and Child Health/Children's Hospital Research Institute of Manitoba)	Canadian Diabetes Association	Deepening the roots of living in a good way for Indigenous children: The Indigenous youth mentorship program	\$ 250,000
Mundy, Christopher (Centre for Earth Observation Science)	NSERC	De-icing of arctic coasts: Critical or new opportunities for marine biodiversity and ecosystem services? ACCES	\$ 203,490
Ominski, Kimberly (Animal Science)	Mitacs Inc.	Economic and environmental impacts associated with removal of productivity-enhancing technologies in the Canadian beef cattle industry	\$ 240,000

Rachul, Christen (Office of Educational and Faculty Development)	Royal College of Physicians & Surgeons of Canada	Realist evaluation of competence by design in postgraduate medical education	\$ 25,400
Roos, Noralou (Community Health Sciences)	Mitacs Inc.	Program evaluation - One child at a time, one family at a time	\$ 30,000
Siddiqui, Tabrez (Physiology & Pathophysiology)	Health Sciences Centre Foundation	Pathogenic mechanisms of aberrant plasticity and cognition in a genetic model of comorbid intellectual disability and autism	\$ 70,000
Stobart, Jill (Pharmacy)	Research Manitoba	Cerebrovascular effects of ensheathing pericyte voltage gated calcium channels	\$ 130,000
Strachan, Leisha (Kinesiology and Recreation Management)	Mitacs Inc.	The G.I.F.T (Girls Incredible Football Team) Project	\$ 90,000
West, Adrian (Physiology & Pathophysiology, Children's Hospital Research Institute of Manitoba)	Children's Hospital Research Institute of Manitoba	Development of a 3D bioprinted model of pulmonary artery smooth muscle to study persistent pulmonary hypertension of the newborn	\$ 59,540
Whyard, Steven (Biological Sciences)	Mitacs Inc.	Development of a novel <i>Saccharomyces</i> yeast RNAi production and delivery platform	\$ 345,000
Zahradka, Peter (Physiology & Pathophysiology/St Boniface Albrechtsen Research Centre)	Mitacs Inc.	Validation of a metabolite profile for diagnosis of peripheral arterial disease (PAD)	\$ 58,000

ADMINISTRATIVE MATTERS

- The Office of Sustainability, along with student groups across campus, have begun a small-scale organics collection pilot project. This student led initiative is growing (currently three student associations involved) and the Office of Sustainability continues to work with the groups to refine the process and increase the amount of waste diverted.
- Throughout the month of January, the Office of Sustainability hosted a variety of public engagement sessions at the Bannatyne and Fort Gary campuses, which focused on the proposed objectives and actions for the renewed Sustainability Strategy. Visitors were asked for comments and suggestions on how to refine the actions as well as to address any topics identified as missing or not highlighted enough within the draft plan. In addition to these public events, targeted engagement sessions took place to review the proposed strategy.
- The province-wide Jack Frost Challenge ran from February 3-9, encouraging teams of 1-5 people to log 130 km of outdoor activity during the week. The Office of Sustainability hosted a variety of outdoor events throughout the week to encourage the campus community to get out and enjoy winter, with a total of eight University of Manitoba teams officially registered for the event.
- The Indigenous Summer Student Internship Program has once again been launched and is being funded through the VP (Administration). Approval of internship opportunities has been completed and the recruitment process has begun.

- In January, 2019, Learning & Organizational Development (LOD) launched the Enhanced Orientation program for new employees, building upon the existing New Support Staff Orientation. This series of hosted events includes a complimentary group fitness class in the new Active Living Centre, campus tours, a nature walk guided by staff of the Sustainability Office, and a presentation and artifact viewing at the National Centre for Truth and Reconciliation. This program provides engagement opportunities for new staff and contributes to an enhanced onboarding experience and campus networking.
- In February 2019, Learning & Organizational Development (LOD) began offering the “Ethics in the Workplace” workshop designed to meet the new Continuing Professional Development 4-Hour Verifiable Ethics Requirement of the Certified Professional Accountants. Developed in-house by LOD Instructional Designers with support from Financial Services, the Access and Privacy Office, and Audit Services, the workshop is available to all staff, will meet the needs of our designation holders, and is recommended for all employees who have significant financial roles.
- In February, 2019, Learning & Organizational Development (LOD) partnered with the Manitoba Employment Equity Practitioners Association to host a leadership panel in honour of Black History Month celebrating the important history, people and experience of the African Canadian and African American communities. Panelists included: Alexa Potashnik, founder and president of Black Space Winnipeg; Maurice Alexander, treasury board analyst, Government of Manitoba; and graduate student Craig Brown. The panel was moderated by Patricia Kumbakisaka, western Canadian regional coordinator and political event manager at Equal Voice.
- A Federal Court of Appeal hearing has been scheduled for March 5 & 6, 2019 in Access Copyright v. York University. This appeal will consider whether the trial judge was correct in finding that York’s copyright guidelines do not comply with the Fair Dealing copyright exception. York’s guidelines follow the same industry standard as the University of Manitoba and other Canadian institutions. The decision is likely to be appealed to the Supreme Court of Canada regardless of its outcome, however, the Federal Court’s disposition will be informative in the interim.
- Staff from the Copyright Office attended the inaugural York University Accessibility Symposium on January 29, 2019 with staff from the UM Libraries and participated in a panel presentation on Canadian Perspectives on the Marrakesh Treaty: From Inception to Implementation.
- The Access and Privacy Office has been working with the Faculty of Education to provide their undergraduate students with training on the use of social media. An hour long session on social media and professionalism was presented by UM staff at the Bachelor of Education Program Day in January, 2019.
- Financial Services generated 12,774 T4 slips and 13,630 T4A slips for 2018 taxes. Of the T4 slips generated, 3,853 were printed, while 8,921 were issued electronically.
- New and refreshed dining concepts were opened at the Bannatyne campus, including a full-service Tim Hortons, Chop N Top, Healthy Kitchen, and a flex station currently featuring Bridge Drive-In (BDI). Initial customer volumes have been strong.

- A resident student feedback mechanism called “Napkin Talk” was introduced at the dining hall, encouraging student feedback and dining services management response. Students have embraced this process and we are working to improve based on their comments.
- The new e-transfer student refund process has been soft-launched and is becoming popular. Expected soon is a secure on-line fillable form for students and enhancement to administrative processes.
- February 5 was the first winter fee payment deadline with the newly extended dates. Student payment activity was steady in the weeks leading up to the deadline, with minimal line-ups on the final two days. The majority of questions fielded were related to personal bank card limits and deferral options for government loan delays. Université de Saint-Boniface thanked us for the positive impact this change had for their students and staff.

EXTERNAL MATTERS

- The University of Manitoba is on track to meet its 2018/2019 campaign benchmark of \$45,000,000. The last Front and Centre Campaign total, announced on May 29, 2018, was \$466,495,719.
- Gifts in the last reporting period include:
 - The late Stephen M. Dawyduk generously bequeathed more than \$352,000 to support medical or scientific research at the University of Manitoba.
 - The University of Manitoba officially opened the Campus Children’s Centre at a ceremony Tuesday, January 8. The newly expanded daycare centre offers 54 new spaces for children, all of which have been filled primarily with the children of students. The project’s funders include the Government of Manitoba, which provided capital funding of \$600,000, the University of Manitoba Graduate Students’ Association provided \$300,000, and the University of Manitoba Student Union gave \$2.4 million to this initiative. The funding will also support Campus Children’s Centre in its efforts to weave traditional teachings into the day care’s curriculum, preparing the next generation to continue the process of reconciliation.
- The Seniors Alumni Learning for Life Program winter session launched on February 13. This is the second year the University of Manitoba has held a winter session. Typically, the program is held only in the fall and spring, but based on feedback, a shortened winter session has been added. The spring session will begin on April 10 and will run until May 29.
- The second phase of the Branding Initiative is coming to a close with refinements and formalization to the brand strategy expected to be complete by end of February. The third phase, involving creative exploration and visual expression, will continue throughout March.
- The Next Generation Web Experience has moved forward to the design phase of the project with wireframes and visual design. Since the new year, a series of wireframe workshops have been held with 59 of our key stakeholders in an effort to ensure content needs and priorities are met on key landing pages. Discussions on the Initial Site Build, involving top level pages and user journeys, are underway. Balance of content to be addressed through phased site migrations following the launch of the Initial Build.

- The 2019 Faculty, Staff and Retirees Campaign will be taking place from March 1- 31, 2019. In addition to raising funds for the University's strategic priorities, the goal of the campaign is to promote the culture of philanthropy within our internal community.
- For the past 60 years, the University of Manitoba Distinguished Alumni Awards have honoured trailblazers, innovators and visionaries—graduates whose outstanding accomplishments have inspired people close to home and around the world. This year's recipients have made an impact in the fields of finance, social advocacy, community leadership, and university education. The 2019 Distinguished Alumni Awards Celebration of Excellence will be held the evening of Wednesday,

May 8 in the Manitoba Room in UMSU University Centre where we will be celebrating and recognizing the accomplishments of the following five alumni:

- Lifetime Achievement – Dr. Hersh Shefrin BSc (Hons)/70
- Professional Achievement – Marcia Nozick BA/75 MCP/88
- Community Service – Gemma Dalayoan BEd/83 MEd/90
- Service to the University of Manitoba – Romel Dhalla BA/99 BComm (Hons)/04
- Outstanding Young Alumni – Lindy Norris BA/07 BComm (Hons)/09

This inspiring evening of celebration will feature live performances and a gala reception as we honour the 2019 Distinguished Alumni Award recipients for their outstanding achievements and contributions to the University of Manitoba and global community.

- On Sunday, April 28 a special appreciation brunch will be held to celebrate the tremendous service Chancellor Harvey Sector and Sandra Sector have made to the University of Manitoba over the past nine years in the role of Chancellor of the University of Manitoba.

March 20, 2019

Report of the Senate Executive Committee

Preamble

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

Observations

1. Speaker for the Executive Committee of Senate

Professor Mark Gabbert will be the Speaker for the Executive Committee for the April 3, 2019 meeting of Senate.

2. Comments of the Executive Committee of Senate

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

Respectfully submitted,

Dr. Janice Ristock, Acting Chair
Senate Executive Committee

Terms of Reference:

http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/477.htm

REPORT OF THE SENATE COMMITTEE ON AWARDS – Part B

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 February 19, 2019, the Senate Committee on Awards reviewed 1 amendment that appears to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated February 19, 2019).

Recommendations

The Senate Committee on Awards recommends that Senate and the Board of Governors approve 1 new offer, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated February 19, 2019).

Respectfully submitted,

Dr Jared Carlberg

Chair, Senate Committee on Awards

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

SENATE COMMITTEE ON AWARDS

Appendix A

February 19, 2019

1. AMENDMENT

Dr. Anita K. Ross Bursary for Women in Electrical and Computer Engineering and Computer Science

The following amendments were made to the terms of reference for the **Dr. Anita K. Ross Bursary for Women in Electrical and Computer Engineering and Computer Science**:

- The first paragraph was revised to:

Dr. Anita K. Ross has established a fund at the University of Manitoba to support female students in the Departments of Electrical and Computer Engineering and Computer Science. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. Each year, the available annual interest from this fund will be used to offer one or more bursaries to female undergraduate students who:

- The numbered criteria were revised to:

(1) are enrolled in second, third, or fourth year as full or part-time students in the Departments of Electrical and Computer Engineering in the Faculty of Engineering, or the Department of Computer Science in the Faculty of Science;

(2) have achieved a minimum degree grade point average of 2.5; and

(3) have demonstrated financial need on the standard University of Manitoba bursary application form.

- The selection committee statement was revised to read:

The selection committee will have the discretion to determine the number and value of the bursaries offered each year. The selection committee will be named by the Director of Financial Aid and Awards.

- The standard Board of Governors statement was added.

(Attachment I and II)



UNIVERSITY
OF MANITOBA

Faculty of Engineering
Office of the Dean

E2-290 Engineering Building
Winnipeg, Manitoba
Canada R3T 5V6
Telephone 204-474-9809
Fax 204-275-3773

January 28, 2019

Dr. Jared Carlberg
Chair, Senate Committee on Awards
c/o Regan Sarmatiuk
Awards Establishment Coordinator
424E University Centre
University of Manitoba

RE: Anita K. Ross Bursary for Women in Electrical and Computer Engineering and Computer Science

Dear Dr. Carlberg:

The Faculty of Engineering supports the establishment of the Anita K. Ross Bursary for Women in Electrical and Computer Engineering and Computer Science. When comparing the percentage of female students in the Department of Electrical and Computer Engineering (in the table below) to the number of female undergraduate students in the general University of Manitoba population (53.1%)¹, it is clear that female students are under represented in the Department of Electrical and Computer Engineering.

Year (Fall Term)	Number of female students in Electrical and Computer Engineering	Total Number of Electrical and Computer Engineering Students	% Female students
2017	70	455	15.4%
2016	68	467	14.6%
2015	65	450	14.4%
2014	64	418	15.3%
2013	63	386	16.3%

This bursary will have the potential to serve as a tool to recruit, retain, and encourage female students in areas where they are currently under represented.

Sincerely,

Jonathan Beddoes, Ph.D., P.Eng.
Professor and Dean

¹ Office of Institutional Analysis. *Undergraduate Students by Program or Area of Study, Full/Part Status, and Gender, Fall 2017, as at November 1, 2017* (University of Manitoba). http://umanitoba.ca/admin/oia/media/enrol_UG_area_of_study_MF_f17.pdf



UNIVERSITY
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Faculty of Science

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January 28, 2019

Dr. Jared Carlberg
Chair, Senate Committee on Awards
c/o Regan Sarmatiuk
Awards Establishment Coordinator
424E University Centre
University of Manitoba

Dear Dr. Carlberg,

**RE: Anita K. Ross Bursary for Women in Electrical and
Computer Engineering and Computer Science**

The Faculty of Science supports the establishment of the Anita K. Ross Bursary for Women in Electrical and Computer Engineering and Computer Science. When comparing the percentage of female students in the Department of Computer Science (in the table below) to the number of female undergraduate students in the general University of Manitoba population (53.1%)¹, it is clear that female students are underrepresented in the Department of Computer Science.

Year (Fall Term)	Number of female students in Computer Science Program	Total Number of Computer Science Program Students	% Female students
2017	107	755	14.2%
2016	89	715	12.4%
2015	61	564	10.8%
2014	51	466	10.9%
2013	38	391	9.7%

This bursary will have the potential to serve as a tool to recruit, retain, and encourage female students in areas where they are currently underrepresented.

Sincerely,

Dr. Stefi Baum
Dean, Faculty of Science

¹ Office of Institutional Analysis, *Undergraduate Students by Program or Area of Study, Full/Part Status, and Gender, Fall 2017, as at November 1, 2017* (University of Manitoba).
http://umanitoba.ca/admin/oia/media/enrol_UG_area_of_study_MF_f17.pdf

Report of the Senate Committee on Instruction and Evaluation RE: Modification of Academic Assessment Standards, Faculty of Agricultural and Food Sciences

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at: http://umanitoba.ca/admin/governance/governing_documents/governance/sen_comm/tees/502.html.
2. At its meeting on February 14, 2019 SCIE considered a proposal from the Faculty of Agricultural and Food Sciences to modify its Academic Assessment Standards.

Observations:

1. The Faculty is proposing to change from annual academic assessment of students to academic assessments following each term of registration, for all Faculty of Agricultural and Food Science undergraduate and diploma students who have completed three or more credit hours, which would allow for earlier intervention for those students who are at risk.
2. At each term assessment, students would be required to achieve a Degree Grade Point Average of 2.0, in order to fulfil the minimum requirements of their program.
3. Students who do not achieve the required minimum would be placed on Academic Warning, Probation or Suspension. A student would be placed on Academic Warning in the first instance of their Degree Grade Point Average dropping below 2.0. A student on Academic Warning would be placed on Probation if the student's next Term Grade Point Average is below 2.0. A student on Probation would be placed on Suspension for one year, if their next Term Grade Point Average was below a 2.0.
4. Section 3.4 *Academic Regulations for Diploma Programs* has also been modified to update the Degree Grade Point Average requirement and Repeating Courses regulations, to be consistent with the other programs within the Faculty.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the modification of Academic Assessment Standards, Faculty of Agricultural and Food Sciences, effective September 1, 2019.

Respectfully submitted,

Dr. Mark Torchia, Chair
Senate Committee on Instruction and Evaluation

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

MEMORANDUM

Faculty of Agricultural and Food Sciences
256 Agriculture Building, University of Manitoba
Winnipeg, MB Canada R3T 2N2

February 4, 2019

TO: Dr. Mark Torchia, Chair, Senate Committee on Instruction and Evaluation

FROM: Dr. Jared Carlberg, Associate Dean (Academic)



RE: Modifications to Academic Assessments

At its meeting on January 24th 2019, the Faculty of Agricultural and Food Sciences Council approved modifications pertaining to academic assessments. We are taking this opportunity to improve our academic assessment regulations and thus enhance the student experience in our Faculty.

Current practice is that undergraduate degree students are assessed yearly in May. Unfortunately, this allows two terms of non-intervention where students who may be struggling are at risk of falling into a negative pattern, and may not be aware of the implications to their academic career. With the revised repeat regulations (introduced in 2016), all attempts are counted towards a student's GPA. This makes it possible to decline at a more rapid pace than in the past and thus harder for students to meet our current standards for assessment. Our proposed model will allow for earlier intervention when students are at risk.

Accordingly, Agricultural and Food Sciences is pleased to propose the following regulations that will allow us to better support students while making further progress toward having the same regulations for all of our undergraduate (non-HNS, HNS, diploma) programs. The attached materials provide further details on our proposal.

SECTION 3: Faculty Academic Regulations

3.1 Academic Regulations for all Degree Programs

Appeals

Appeals of academic assessments must be submitted to the Dean's Office of the Faculty of Agricultural and Food Sciences within 10 working days of the date of notification of action sent to the student.

Degree GPA

A student's Degree Grade Point Average (DGPA) will be determined from the number of effective courses completed at each point of assessment. The effective courses consist of all courses applicable to the degree program, including repeated, extra and failed course attempts.

Repeating courses

Please refer to the University of Manitoba's Repeated Course Policy in the University Policies and Procedures section of this *Calendar*.

Academic Assessment Standards

Formal academic assessments are performed following each term of registration for all Faculty of Agricultural and Food Sciences students who have completed 3 or more credit hours.

Minimum Met

Students must achieve a DGPA of 2.0 at each point of assessment in order to have fulfilled the minimum requirements from the Faculty.

Students who do not have a minimum DGPA of 2.0 will be placed on Academic Warning or Probation or Suspension based on the following conditions:

Academic Warning

When a student's DGPA drops below a 2.0 for the first time they will be placed on Academic Warning. Once placed on Academic Warning, the student will be placed on hold and must meet with an Academic Advisor to get an override to proceed to register for another term. A student can only be placed on Academic Warning once while in the program.

Probation

When on Academic Warning, if a student obtains a TGPA below a 2.0 on their next assessment then they are placed on Probation. The student will be placed on hold and must meet with an Academic Advisor to get an override to proceed to register for another term.

If a student has been on Academic Warning previously, and then achieved a Satisfactory assessment, has DGPA below 2.0 and then obtains a TGPA below 2.0 they are automatically placed on Probation from Satisfactory.

Satisfactory

Once on Academic Warning or Probation a student needs to obtain a TGPA of 2.0 or higher for the next assessment to be Satisfactory. Students who are assessed as satisfactory are able to register without restrictions.

Suspension

If on Probation, a student has a TGPA below a 2.0 on their next assessment then they are placed on Suspension. The notation "*Academic Suspension for 1 Year*" will be recorded on the student's transcript. After remaining out of the faculty for one calendar year, may attempt reinstatement.

Maximum Attempts

A maximum of 150 credits hours may be attempted to obtain the 120 credit hours required to graduate. This means that a student cannot accumulate extra courses, repeats (e.g. retake a course to obtain a higher grade) and/or fails which result in more than 30 credit hours over the duration of their program.

Suspension (All Attempts Used)

Where it is mathematically impossible for a student to complete the degree within the maximum 150 credit hours (i.e. has exceeded 30 credit hours of attempts, as described above) a student is suspended and after remaining out of the faculty for one calendar year, may attempt reinstatement.

Reinstatement Policy

After remaining out of the Faculty for one academic year on suspension, a student can attempt reinstatement by completing a minimum of 12 credit hours in one term with no grade less than D and a term grade point average of at least 2.0. Upon success, the student will start their program afresh, with previous grades of 'C' or better applicable to the program, as well as the courses attempted for reinstatement. A student who does not meet the requirements as listed above will be required to withdraw from the Faculty. A student, who has been reinstated and is then placed on academic suspension for the second time, will not be permitted to attempt reinstatement again, after the one year suspension is served and will be required to withdraw from the Faculty.

3.4 Academic Regulations for Diploma Program

Scholastic Standards

Degree GPA

A student's Degree Grade Point Average (DGPA) will be determined from the number of effective courses completed at each point of assessment. The effective courses consist of all courses applicable to their program, including repeated, extra and failed course attempts.

Repeating Courses

A student may repeat any course for the purpose of attaining a better grade. All attempts will be used in the DGPA calculations.

When both a final and supplemental exam are written the higher grade obtained will be used to determine Grade Point Averages.

Academic Assessment Standards

Formal academic assessments are performed following each term of registration for all Faculty of Agricultural and Food Sciences students who have completed 3 or more credit hours.

Minimum Met

Students must achieve a DGPA of 2.0 at each point of assessment in order have fulfilled the minimum requirements from the Faculty.

Students who do not have a minimum DGPA of 2.0 will be placed on Academic Warning or Probation or Suspension based on the following conditions:

Academic Warning

When a student's DGPA drops below a 2.0 for the first time they will be placed on Academic Warning. Once placed on Academic Warning, the student will be placed on hold and must meet with an Academic Advisor to get an override to proceed to register for another term. A student can only be placed on Academic Warning once while in the program.

Probation

When on Academic Warning, if a student obtains a TGPA below a 2.0 on their next assessment then they are placed on Probation. The student will be placed on hold and must meet with an Academic Advisor to get an override to proceed to register for another term.

If a student has been on Academic Warning previously, and then achieved a Satisfactory assessment, has DGPA below 2.0 and then obtains a TGPA below 2.0 they are automatically placed on Probation from Satisfactory.

Satisfactory

Once on Academic Warning or Probation a student needs to obtain a TGPA of 2.0 or higher for the next assessment to be Satisfactory. Students who are assessed as satisfactory are able to register without restrictions.

Suspension

If on Probation, a student has a TGPA below a 2.0 on their next assessment then they are placed on Suspension. The notation "*Academic Suspension*" will be recorded on the student's transcript. After remaining out of the Faculty/School for one academic term, a student may attempt reinstatement.

Reinstatement Policy

Reinstatement requires the approval of the Director. Students should contact the Academic Advisor for further instructions. If reinstatement is granted, all courses from the student's previous attempt will be transferred, except those with a grade of "D" or "F".

Appeals

Appeals of academic assessments must be submitted to the Director of the School of Agriculture within 10 working days of the date of notification of action sent to the student.

SECTION 3: Faculty Academic Regulations

3.1 Academic Regulations for all Degree Programs

Appeals

~~Appeals of academic assessments must be submitted to the Dean's Office of the Faculty of Agricultural and Food Sciences within 21 days of the date of notification of action sent to the student.~~

Appeals of academic assessments must be submitted to the Dean's Office of the Faculty of Agricultural and Food Sciences within 10 working days of the date of notification of action sent to the student.

Degree GPA

A student's Degree Grade Point Average (DGPA) will be determined from the number of effective courses completed at each point of assessment. The effective courses consist of all courses applicable to the degree program, including repeated, extra and failed course attempts.

Repeating courses

Please refer to the University of Manitoba's Repeated Course Policy in the University Policies and Procedures section of this *Calendar*.

Academic Assessment Standards

Formal academic assessments are performed following each term of registration for all Faculty of Agricultural and Food Sciences students who have completed 3 or more credit hours.

Minimum Met

Students must achieve a DGPA of 2.0 at each point of assessment in order have fulfilled the minimum requirements from the Faculty.

Students who do not have a minimum DGPA of 2.0 will be placed on Academic Warning or Probation or Suspension based on the following conditions:

Academic Warning

When a student's DGPA drops below a 2.0 for the first time they will be placed on Academic Warning. Once placed on Academic Warning, the student will be placed on hold and must meet with an Academic Advisor to get an override to proceed to register for another term. A student can only be placed on Academic Warning once while in the program.

Probation

When on Academic Warning, if a student obtains a TGPA below a 2.0 on their next assessment then they are placed on Probation. The student will be placed on hold and must meet with an Academic Advisor to get an override to proceed to register for another term.

If a student has been on Academic Warning previously, and then achieved a Satisfactory assessment, has DGPA below 2.0 and then obtains a TGPA below 2.0 they are automatically placed on Probation from Satisfactory.

Satisfactory

Once on Academic Warning or Probation a student needs to obtain a TGPA of 2.0 or higher for the next assessment to be Satisfactory. Students who are assessed as satisfactory are able to register without restrictions.

Suspension

If on Probation, a student has a TGPA below a 2.0 on their next assessment then they are placed on

Suspension. The notation “*Academic Suspension for 1 Year*” will be recorded on the student’s transcript. After remaining out of the faculty for one calendar year, may attempt reinstatement.

Maximum Attempts

A maximum of 150 credits hours may be attempted to obtain the 120 credit hours required to graduate. This means that a student cannot accumulate extra courses, repeats (e.g. retake a course to obtain a higher grade) and/or fails which result in more than 30 credit hours over the duration of their program.

Suspension (All Attempts Used)

Where it is mathematically impossible for a student to complete the degree within the maximum 150 credit hours (i.e. has exceeded 30 credit hours of attempts, as described above) a student is suspended and after remaining out of the faculty for one calendar year, may attempt reinstatement.

Reinstatement Policy

After remaining out of the Faculty for one academic year on suspension, a student can attempt reinstatement by completing a minimum of 12 credit hours in one term with no grade less than D and a term grade point average of at least 2.0. Upon success, the student will start their program afresh, with previous grades of 'C' or better applicable to the program, as well as the courses attempted for reinstatement. A student who does not meet the requirements as listed above will be required to withdraw from the Faculty. A student, who has been reinstated and is then placed on academic suspension for the second time, will not be permitted to attempt reinstatement again, after the one year suspension is served and will be required to withdraw from the Faculty.

3.2 Academic Regulations for the Agriculture, Agribusiness, Agroecology, and Food Science Programs

Probational Standards

Effective Courses to Date		Minimum GPA
1-10	(0-30 credits)	1.80
11-20	(33-60 credits)	1.85
21-30	(63-90 credits)	1.90
31-40	(93-120 credits)	1.95
40+	(120+credits)	2.00

Academic Suspension Regulations

A student is placed on academic suspension when one of the following occurs:

- When a student fails to obtain 12 Weighted Grade Points in the first year program; or
- When a student fails to meet the probational standards after attempting a minimum of 24 credit hours while on probation; or
- When a student exceeds the maximum 30 credit hours of attempted hours in a program. [See Section 3.1](#)

Suspended students must remain out of the Faculty of Agricultural and Food Sciences for one academic year from the date of suspension and must apply for reinstatement. See reinstatement policy in [Section 3.1](#).

3.3 Academic Regulations for the Human Nutritional Sciences Programs

Scholastic Requirements

Graduation

To graduate, a student must have passed 120 credit hours acceptable for credit in the current degree program and have obtained a minimum of 240 quality points. This is equivalent to a Degree Grade Point Average of 2.0. A pass indicates a grade of 'D' or better.

Assessment

The status of each student will be assessed in May of each year in which a student is registered. All Direct Entry students will be assessed formally upon completion of at least 24 credit hours in May of each year using the Faculty of Agricultural and Food Sciences' assessment standards for HNS students. Assessments can include the following comments:-

- Faculty minimum met (grade point average meets the standards listed below);
- Dean's Honour Roll
- Academic Warning
- Probationary status (see below)
- Suspension (see below)
- Suspension—all attempts used (see [Section 3.1](#))

Academic warning indicates a grade point average between the minimum required at the effective credit hours (year) and the DGPA requirement of 2.0.

Probationary Standards

HNS students must achieve or exceed the following standards at the specified stages in their academic careers. Failure to obtain the standard results in probation. Once placed on probation, students who fail to meet the appropriate performance level at the next assessment following the next registration will be academically suspended. A student is not permitted to be on probation for two consecutive years.

Assessment Standards		
Effective Credit Hours	Minimum Grade Point Average	
9—21 credit hours	< 2.0	Academic Warning
24—30 credit hours	1.80	-
33—60 credit hours	1.85	-
63—90 credit hours	1.90	-
93—117 credit hours	1.95	-
120+ credit hours	2.0	-

Suspension

Suspended HNS students must remain out of the Faculty of Agricultural and Food Sciences for one academic year from the date of suspension and must apply for reinstatement. See reinstatement policy in [Section 3.1](#)

Other Regulations

Part-time Students

The maximum time allowed for completion of the degree is 10 years. After completion of 24 credit hours, part-time students will be evaluated each May and must conform to the minimum performance levels.

3.4 Academic Regulations for Diploma Program

Scholastic Standards

To maintain good academic standing a student must maintain a Degree Grade Point Average (DGPA) that meets or exceeds the minimum academic standards described in the table below. The standards are based on the total

number of credit hours accumulated while in the Agriculture Diploma program, including courses taken during the term in question. A student who fails to meet the standard is placed on probation or on academic suspension.

Degree Credit Hours	Degree Grade Point Average (DGPA)	
	Probation	Suspension
0—17	—	1.00
18—24	1.80	1.60
25—48	1.90	1.70
Over 48	2.00	1.85

Degree GPA: A student's Degree Grade Point Average (DGPA) will be determined from the number of effective courses completed at each point of assessment. The effective courses consist of all courses applicable to their program, including repeated, extra and failed course attempts.

Repeating Courses: A student may repeat any course for the purpose of attaining a better grade. All attempts will be used in the DGPA calculations.

NOTES:

1) Degree Credit Hours includes courses passed and failures not removed by supplemental exams or successful reattempts.

2) When both a final and supplemental exam are written the higher grade obtained will be used to determine Grade Point Averages.

3) A minimum of 18 credit hours must be attempted between successive determinations of standing. The minimum does not apply to students who graduate before completing an additional 18 credit hours.

Academic Assessment Standards

Formal academic assessments are performed following each term of registration for all Faculty of Agricultural and Food Sciences students who have completed 3 or more credit hours.

Minimum Met

Students must achieve a DGPA of 2.0 at each point of assessment in order have fulfilled the minimum requirements from the Faculty.

Students who do not have a minimum DGPA of 2.0 will be placed on Academic Warning or Probation or Suspension based on the following conditions:

Academic Warning

When a student's DGPA drops below a 2.0 for the first time they will be placed on Academic Warning. Once placed on Academic Warning, the student will be placed on hold and must meet with an Academic Advisor to get an override to proceed to register for another term. A student can only be placed on Academic Warning once while in the program.

Probation

When on Academic Warning, if a student obtains a TGPA below a 2.0 on their next assessment then they are placed on Probation. The student will be placed on hold and must meet with an Academic Advisor to get an override to proceed to register for another term.

If a student has been on Academic Warning previously, and then achieved a Satisfactory assessment, has DGPA below 2.0 and then obtains a TGPA below 2.0 they are automatically placed on Probation from Satisfactory.

Satisfactory

Once on Academic Warning or Probation a student needs to obtain a TGPA of 2.0 or higher for the next assessment to be Satisfactory. Students who are assessed as satisfactory are able to register without restrictions.

Suspension

If on Probation, a student has a TGPA below a 2.0 on their next assessment then they are placed on Suspension. The notation "*Academic Suspension*" will be recorded on the student's transcript. After remaining out of the Faculty/School for one academic term, a student may attempt reinstatement.

Reinstatement Policy

Reinstatement requires the approval of the Director. Students should contact the Academic Advisor for further instructions. If reinstatement is granted, all courses from the student's previous attempt will be transferred, except those with a grade of "D" or "F".

Probational Standards and Academic Suspension Regulations

~~Students on probation must improve their academic performance and regain good academic standing to avoid being suspended. Specifically, after an attempt of a minimum of 18 additional credit hours, students on probation are required to equal or exceed the probation standard in order to regain good academic standing, otherwise they will be placed on academic suspension.~~

~~A student on academic suspension is not allowed to register for the subsequent term of the regular academic session (a student suspended in January may not be reinstated until the following September; a student suspended in April may not be reinstated until the following January). Reinstatement requires the approval of the Director. Students should contact the Academic Advisor for further instructions. If reinstatement is granted, all courses from the student's previous attempt will be transferred, except those with a grade of "D" or "F" from their last term (the term during which the student was placed on suspension).~~

Appeals

~~Appeals of academic assessment of students must be submitted to the Director of the School of Agriculture within 21 days of the date of notification of the action sent to the student.~~

Appeals of academic assessments must be submitted to the Director of the School of Agriculture within 10 working days of the date of notification of action sent to the student.

February 14, 2019

Report of the Senate Committee on Instruction and Evaluation RE: Proposed Learners with Bloodborne Pathogens Policy, Max Rady College of Medicine, Rady Faculty of Health Sciences

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html.
2. At its meeting on February 14, 2019 SCIE considered the proposed Learners with Bloodborne Pathogens Policy from the Max Rady College of Medicine, Rady Faculty of Health Sciences.

Observations:

1. The Learners with Bloodborne Pathogens Policy is currently in use, but was not previously approved by Senate.
2. The purpose of the policy is to "outline the required communication and necessary procedures in the situation where an applicant or learner is known to be seropositive for a bloodborne pathogen."
3. In the policy, Learners is defined as "students in the MD, MD/PhD, MPAS Program and Trainees at the Max Rady College of Medicine."
4. The procedures outline the responsibilities of applicants and Learners who are or become seropositive for any bloodborne pathogen, as well as the responsibilities of Student Affairs.
5. Learners and Trainees must be familiar with and abide by the College of Physicians and Surgeons of Manitoba By-Law 11: Schedule J – Bloodborne Pathogens.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the proposed Learners with Bloodborne Pathogens Policy, Max Rady College of Medicine, Rady Faculty of Health Sciences, effective immediately.

Respectfully submitted,

Dr. Mark Torchia, Chair
Senate Committee on Instruction and Evaluation

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

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Max Rady College of Medicine.

Observations

1. The Max Rady College of Medicine is updating its **Learners with Bloodborne Pathogens Policy** to clarify what is required of students, and to make the policy consistent with current terminology in the College of Physicians and Surgeons and their accrediting bodies. The **Learners with Bloodborne Pathogens Policy** affects the Doctor of Medicine and Philosophy (MD/PhD), and the Master of Physician Assistant Studies (MPAS) programs, as well as Postgraduate Medical Trainees.

Recommendations

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

Max Rady College of Medicine

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Faculty Council of Graduate Studies



UNIVERSITY
OF MANITOBA

Rady Faculty of
Health Sciences

MEMORANDUM

Date: October 25, 2018

To: Todd Mondor, Dean, Faculty of Graduate Studies
Jeff LeClerc, University Secretary
Shannon Coyston, Associate University Secretary (Senate)

From: Dr. Brian Postl, Dean and Vice-Provost Rady Faculty of Health Sciences

Re: Learners with Bloodborne Pathogens Policy – Max Rady College of Medicine

Please find enclosed proposed revisions to the Learners with Bloodborne Pathogens Policy, Max Rady College of Medicine.

Background:

This policy was last reviewed in 2012. The policy has been updated by Dr. Libich, the Director of Immunization, both for updating of language as well as reviewing Schedule J of the CPSM Bylaw 11 – Bloodborne Pathogens.

The significant portions of the revised draft policy include:

- Definitions:
 - Definitions were put into alphabetical order.
 - De-capitalization of diseases that should not be capitalized within the policy.
 - The definition of Advisory Service Panel (previous 2.4) was deleted as no longer relevant.
 - 2.8 - Addition of Postgraduate Medical Trainee definition.
 - 2.9 - Addition of Student Affairs definition.
- Policy Statements:
 - Use of defined term “Learners”, as appropriate.
 - Clarification when bloodborne pathogens vis-à-vis HBV, HCV and/or HIV.
 - 4.11 – Revised to reflect the current CPSM requirement pursuant to Bylaw 11, Schedule J.
- References:
 - Updated to reflect current references and working links.

Application:

This policy applies to all applicants and learners in the MD, MD/PhD, and MPAS Programs as well as Postgraduate Medical Trainees.

Consultation:

It was reviewed and revised by Dr. William Libich, Director of Immunization, as well as Janesca Kydd, Legal Counsel. It was circulated to the Associate Dean, UGME (Dr. Ira Ripstein), the Director, MPAS (Ian Jones), Admissions (Dr. Bruce Martin), the Associate Dean Student Affairs UGME (Dr. Sally

Max Rady College of Medicine

Office of the Dean

A105 Chown Building

753 McDermot Avenue

University of Manitoba

Winnipeg, Manitoba R3E 0T6

Telephone 204-789-3485

Longstaffe) and the PGME Program (Dr. Cliff Yaffe/Michelle Oshanyk) for feedback. It was also reviewed by Dr. Kelly Kaita, a member of the Bloodborne Subcommittee. It was reviewed for feedback at the Max Rady College of Medicine Dean's Council on October 9, 2018. It was recommended for approval by the College Council, Max Rady College of Medicine on October 24, 2018.

Approvals:

We are requesting recommendation for approval from the Faculty of Graduate Studies, through your Program & Guidelines Committee and your Faculty Council.

Once this has been reviewed and is ready to proceed, please forward this on to Shannon Coyston for the appropriate Senate Committee review and Senate approval. I look forward to hearing from you respecting recommendation for approval of these revisions. Thank you.

Copy: Dr. William Libich, Director, Immunization, Max Rady College of Medicine
Marcia Langan, Director, Planning & Priorities, Rady Faculty of Health Sciences

Encls.



Max Rady College of Medicine Policy

Policy Name:	Learners with Bloodborne Pathogens
Application/ Scope:	All applicants and registered learners in the MD, MD/PhD, MPAS Programs and Postgraduate Medical Trainees
Approved (Date):	June, 2011
Review Date:	Three years from the last revised date
Revised (Date):	September 2012; October 2014; [to be added]
Approved By:	College Council, Max Rady College of Medicine: October 24, 2018 Faculty Council, Faculty of Graduate Studies: [add date] Senate: [add date]

1. PURPOSE

To outline the required communication and necessary procedures in the situation where an applicant or learner is known to be seropositive for a bloodborne pathogen.

2. DEFINITIONS

- 2.1 Bloodborne Pathogens –communicable diseases including but not limited to the hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).
- 2.2 Bloodborne Pathogens Subcommittee – a subcommittee of the Central Standards Committee of the College of Physicians and Surgeons of Manitoba.
- 2.3 CPSM – College of Physicians and Surgeons of Manitoba.
- 2.4 Learners – students in the MD, MD/PhD, MPAS Program and Trainees at the Max Rady College of Medicine.
- 2.5 MD Degree- four year program leading to the doctorate of medicine degree.
- 2.6 MD/PhD - graduate education and advanced research training in a specific discipline of the candidate's choice, for individuals who are currently pursuing an MD Degree and who wish to develop a career as a clinician scientist.
- 2.7 MPAS – Master of Physician Assistant Studies.
- 2.8 Student Affairs – the Office of the Associate Dean, Student Affairs, Max Rady College of Medicine (UGME or PGME, as applicable).
- 2.9 Trainee - a postgraduate resident, fellow, or AFC student participating in a training program of an accredited university based in one or more of the training sites and who is appropriately licensed by the College of Physicians and Surgeons of Manitoba (CPSM) or other applicable licensing authority.
- 2.10 UGME - Undergraduate Medical Education.

2.11 PGME – Postgraduate Medical Education.

2.12 Visiting Student or Visiting Trainee – an external learner from another university participating in an approved elective.

3. POLICY STATEMENTS

3.1 No applicant shall be denied consideration of acceptance into a Max Rady College of Medicine program on the basis of HIV, HBV, or HCV serostatus. Evaluation for admission and continuation in the programs will focus on whether the individual in his or her current state of health, with reasonable accommodations will be able to successfully complete the essential elements of the educational program.

3.2 Individuals who are known to be seropositive for a bloodborne pathogen and who are contemplating application to medical school for an undergraduate or postgraduate program should seek counsel regarding their intention. Counsel could be received from a medical doctor with expertise in infectious diseases or hepatology, or the Office of Student Affairs in a university with medical and doctoral programs.

3.3 Learners who are known to be seropositive for any bloodborne pathogen must notify Student Affairs at the time of admission.

4. PROCEDURES

4.1 Learners who become seropositive for any bloodborne pathogen at any time while registered in their training program must notify the Student Affairs as soon as practicable after the seropositive status is confirmed.

4.2 Learners who are known to be seropositive for HBV, and/or HCV, and/or HIV must notify the CPSM of their serological status at the time of registration with CPSM and annual renewal of such registration.

4.3 Student Affairs shall advise the CPSM of Learners who are known to be to be seropositive for HBV, and/or HCV, and/or HIV.

4.4 Student Affairs shall liaise with the CPSM and the Learner regarding the implementation of recommendations and/or requirements from the Bloodborne Pathogens Subcommittee of the CPSM. Student Affairs shall work with the relevant Program (UGME, MPAS, PGME) regarding recommendations of the CPSM that impact on learning objectives and clinical activities for the Learner with a bloodborne pathogen.

4.5 Confidentiality of the assessment by the Bloodborne Pathogens Subcommittee or its expert panel shall be maintained in accordance with the Personal Health Information Act (PHIA), Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Information Protection and Electronic Documents Act.

4.6 Student Affairs shall provide counseling for all Learners who are seropositive for bloodborne pathogens regarding selection of elective rotations. Student Affairs shall liaise with their counterparts at the host university for electives external to the University of Manitoba

4.7 The Student Affairs shall provide career counseling for all MD, MD/PhD and MPAS learners who are seropositive for bloodborne pathogens, and shall assist in identifying postgraduate program(s) and/or future field(s) of practice suitable for the Learners' specific health condition(s).

- 4.8 Visiting Students who are seropositive for bloodborne pathogens may be considered for electives however, they must notify the UGME Electives Director at the time of application. Recommendations on clinical activities must be provided from the Visiting Student's home institution and the respective professional regulatory body. The decision to accept a Visiting Student who is seropositive for bloodborne pathogens shall be made by the Electives Director in consultation with the Clerkship Director and others as may be required.
- 4.9 A Visiting Trainee who is known to be seropositive for bloodborne pathogens, at the time of approval of the elective must notify Student Affairs, who shall advise the CPSM regarding recommendations and/or requirements of the Bloodborne Pathogens Subcommittee that may impact on learning objectives and clinical activities of the visiting resident.
- 4.10 Learners will notify Student Affairs of any significant change in his/her health status and/or practice circumstances to allow for a further review by the Bloodborne Pathogens Subcommittee, if necessary to assess whether any further modifications and/or restrictions to his/her clinical practice are required.
- 4.11 MD, MD/PhD, MPAS learners and Trainees are all members of the CPSM and therefore must be familiar with, and abide by, the CPSM regulations including without limitation By-Law 11: Schedule J – Bloodborne Pathogens, at the link provided in the references section.

5. REFERENCES

- 5.1 College of Physicians and Surgeons of Manitoba By-Law 11: Schedule J – Bloodborne Pathogens: <http://cpsm.mb.ca/cji39alckF30a/wp-content/uploads/ByLaws/By-Law-11.pdf>
- 5.2 Roth V, and Worthington J. *Implementing a Policy for Practitioners Infected with Blood-Borne Pathogens*. Health Care Quarterly: Volume 8, October 2005.

6. POLICY CONTACT: Associate Dean, Student Affairs, PGME
Associate Dean, Student Affairs, UGME

Report of the Senate Committee on Instruction and Evaluation RE: Proposed Student Immune Status Requirements Policy, Max Rady College of Medicine, Rady Faculty of Health Sciences

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) can be found at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.html.
2. At its meeting on February 14, 2019 SCIE considered the proposed Student Immune Status Requirements Policy from the Max Rady College of Medicine, Rady Faculty of Health Sciences.

Observations:

1. The purpose of the proposed policy is “to protect the wellbeing of healthcare students, and the health of patients and communities with whom they will have contact during the curriculum.”
2. The requirements are derived from recommendations found in the *Canadian Immunization Guide* and the *Canadian Tuberculosis Standards*.
3. All students of the Max Rady College of Medicine would be required to comply with the immunization and testing requirements. Students may be granted an exemption from a specific immunization or test requirement for a medical or health condition, although different immunization or testing requirements may be indicated for such students.
4. Students who do not comply may be restricted from participation in some components of their academic program, with continued non-compliance possibly resulting in the student being asked to withdraw from their program.
5. The Procedures section outlines the responsibilities of the Student, of the Director, and of the Immunization Program Assistant.

Recommendation

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the proposed Student Immune Status Requirements Policy, Max Rady College of Medicine, Rady Faculty of Health Sciences, effective immediately.

Respectfully submitted,

Dr. Mark Torchia, Chair
Senate Committee on Instruction and Evaluation

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Max Rady College of Medicine.

Observations

1. The Max Rady College of Medicine is updating its **Student Immune Status Requirements Policy** to clarify what is required of students, and to make the policy consistent with current terminology in the College of Physicians and Surgeons and their accrediting bodies. The **Student Immune Status Requirements Policy** affects the Doctor of Medicine and Philosophy (MD/PhD), and the Master of Physician Assistant Studies (MPAS) programs.

Recommendations

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

Max Rady College of Medicine

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Faculty Council of Graduate Studies



UNIVERSITY
OF MANITOBA

Rady Faculty of
Health Sciences

Max Rady College of Medicine
Office of the Dean
A105 Chown Building
753 McDermot Avenue
University of Manitoba
Winnipeg, Manitoba R3E 0T6
Telephone 204-789-3485

MEMORANDUM

Date: August 21, 2018

To: Todd Mondor, Dean, Faculty of Graduate Studies
Jeff LeClerc, University Secretary
Shannon Coyston, Associate University Secretary (Senate)

From: Dr. Brian Postl, Dean and Vice-Provost Rady Faculty of Health Sciences

Re: **Student Immune Status Requirements Policy - Max Rady College of Medicine**

Please find enclosed proposed revisions to the Student Immune System Requirements Policy, UGME and MPAS, Max Rady College of Medicine.

Background:

This policy was last reviewed in September, 2010. This policy was previously titled *Immune Status Program*. This policy required review as the active period expired. The following revisions were made:

- Definitions:
 - Addition of Immune Status Requirements (2.1)
 - Addition of Rady Faculty of Health Sciences Immunization Program ("Immunization Program") (2.2)
 - Addition of Student Manual (2.3)
- Policy Statements:
 - Addition of reference to Student Manual for information regarding Immune Status Requirements (3.1)
 - Clarification of statement pertaining to exemptions from requirements and testing (3.2)
 - Clarified the role of Immunization Program pertaining to changes to immune status requirements (3.4)
 - Clarification of the role of the Immunization Program pertaining to external teaching sites (3.6)
 - Addition of a statement pertaining to the protection of health records with reference to FIPPA and PHIA (3.7)
 - Addition of a statement highlighting the compliance with the Workplace Safety and Health Act of Manitoba (3.8)
 - Addition of a statement pertaining to the holding of records and confidential disposal methods (3.9)
 - Inclusion of a policy renewal period (3.10)
- Procedure Statements:
 - Categorized procedures to reflect the responsibilities of the student, Director of Immunization and the Immunization Program Assistant (4)
 - Inclusion of the responsibilities of the student:
 - Notification in the event of an exemption (4.1)
 - Participation in orientation session (4.2)
 - Notification of clinical service preference & documentation required (4.3, 4.4)
 - Inclusion of the responsibilities of the Director, Immunization (4.5)

- Inclusion of the responsibilities of the Immunization Program Assistant (4.6)

Application:

This policy applies to all registered students in the MD, MD/PhD and Manitoba Physician Assistant Studies Program, Max Rady College of Medicine.

Evidence of Best Practice:

The Immune Status Requirements are derived from recommendations found in the Canadian Immunization Guide and the Canadian Tuberculosis Standards, as well as in consultation with experts in the relevant fields.

Consultation Process

The revisions to this policy received consultation through UGME's Management Committee and Curriculum Executive Committee. The policy was also reviewed by the Masters of Physicians Assistant Studies Program. Student membership and participation is integral these committees. It was recommended for approval by the College Executive Council on August 21, 2018.

Communication and Implementation Plan:

Existing in digital format, broad and unlimited access is afforded to both the public and student body. At the beginning of each academic year each class of students receives a complete listing of existing, new and revised policy and procedure documents with reference to the Policy and Procedures webpage.

Faculty and staff are informed of implementation of new policies and changes to existing policies through e-mail communication, participation on committees where policies are regularly discussed and communication such as Faculty Guide distributed regularly throughout the academic year.

Approvals:

We are requesting recommendation for approval from the Faculty of Graduate Studies. We understand your Program & Guidelines Committee meets September 13, 2018, your Executive Committee meets September 27, 2018 and your Faculty Council meets October 11, 2018.

Once this has been reviewed and is ready to proceed, please forward this on to the Senate Committee on Instruction and Evaluation, for its November 22, 2018 meeting, if possible. I look forward to hearing from you respecting recommendation for approval of these revisions. Thank you.

Copy: William Libich, Director, Immunization Program, Max Rady College of Medicine
Ira Ripstein, Associate Dean, UGME, Max Rady College of Medicine
Ian Jones, Director, MPAS Program, Max Rady College of Medicine
Judy Jayasuriya, Business Manager, UGME

Encl.

Max Rady College of Medicine Policy

Policy Name:	Student Immune Status Requirements
Application/ Scope:	Max Rady College of Medicine
Approved (Date):	
Review Date:	July 2023
Revised (Date):	July 2018
Approved By:	UGME Management Committee [June 2018] MPAS Curriculum Committee [July 2018] College Executive Council [insert date] Faculty of Graduate Studies Program & Guideline [insert date] Faculty of Graduate Studies Executive Meeting [insert date] Faculty of Graduate Studies Faculty Council [insert date] Senate Committee on Instruction and Evaluation [insert date] Senate Executive [insert date] Senate [insert date]

1. **PURPOSE**

The Student Immune Status Requirements policy has been developed to protect the wellbeing of healthcare students, and the health of patients and communities with whom they will have contact during the curriculum. The Immune Status Requirements are derived from recommendations found in the *Canadian Immunization Guide* (<https://www.canada.ca/en/public-health/services/canadian-immunization-guide.html>) and the *Canadian Tuberculosis Standards* (<https://www.canada.ca/en/public-health/services/infectious-diseases/canadian-tuberculosis-standards-7th-edition.html>), as well as in consultation with experts in the relevant fields.

2. **DEFINITIONS**

- 2.1 **Immune Status Requirements** – Immunizations and tests necessary for students to have documented in order to ensure immunity to, or absence of infection from, a range of vaccine preventable diseases. This includes immunizations and/or tests for tetanus, diphtheria, pertussis, polio, measles, mumps, rubella, varicella, Hepatitis B, and influenza, as well as testing for tuberculosis infection.
- 2.2 **Rady Faculty of Health Sciences Immunization Program ("Immunization Program")** – A program which provides services to all healthcare students at the Bannatyne Campus. Activities involve assessing the immune status of students, and offering optional limited healthcare services on site to students. The Immunization Program provides services to all College of Dentistry, College of Pharmacy, College of Rehabilitation Sciences, Genetic Counselling, Max Rady College of Medicine, Pathology Assistant, Physician Assistant Studies, and School of Dental Hygiene students.
- 2.3 **Student Manual** – A document updated annually which describes the Immune Status Requirements for students enrolled in the Max Rady College of Medicine. The document also provides information on vaccines, vaccine preventable diseases, privacy legislation, costs of services, and additional health information relevant to students.

3. **POLICY STATEMENTS**

- 3.1 All students must comply with the immunization and testing requirements of the Max Rady College of Medicine, posted online in the Student Manual. The Student Manual is required reading for all new students.
 - For the Student Manual, visit the link: http://www.umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/immunestatus.html.
- 3.2 Students may be granted an exemption from a specific immunization or test requirement for a medical or health condition; such conditions will generally fall under one of the following categories: allergy, pregnancy or family planning, and immunosuppression. Different immunization or testing requirements may be indicated for such students.
- 3.3 The Immunization Program shall provide an information session regarding Immune Status Requirements for newly registered students in the MD, MD/PhD, or MPAS program. This information session shall be scheduled as early as practicable following registration; attendance shall be mandatory.
- 3.4 The Immune Status Requirements may change from time to time. The Immunization Program shall discuss and seek approval for changes from all programs whose students are monitored by the Immunization Program. The Immunization Program shall notify students of the changes in requirements. It is the responsibility of students to comply with revised and applicable requirements as soon as practicable following notification.
- 3.5 Students who do not comply with Immune Status Requirements may be restricted from participation in components of the academic program. A student's continued non-compliance may result in the student being asked to withdraw from the program in which the student is registered.
- 3.6 The Immunization Program can assist students in meeting the requirements of a specific external teaching site if these are different from the requirements of the Max Rady College of Medicine.
- 3.7 Student health records are protected by *The Freedom of Information and Protection of Privacy Act* (FIPPA) and *The Personal Health Information Act* (PHIA) of Manitoba. Only the minimal amount of health information required will be collected, used, or disclosed. On occasion records may be obtained from, or shared with, certain individuals or organizations as necessary in order to determine a student's ability to participate in patient-related activities in the student's current program of study.
- 3.8 The Immunization Program will comply with The Workplace Safety and Health Act of Manitoba (<https://web2.gov.mb.ca/laws/statutes/ccsm/w210e.php>); in particular, that for "any person undergoing training or serving an apprenticeship at an educational institution or at any other place" for work in a healthcare facility, the University must provide the student "information about any vaccine recommended in the Canadian Immunization Guide published under authority of the Minister of Health (Canada)" and arrange for the student "to receive the recommended vaccine and pay any associated costs".
- 3.9 The immune status record for every student will be kept for a minimum of 10 years after the student's expected date of graduation. Eventually the Immunization Program will destroy all immune status record in a secure and confidential manner, consistent with accepted methods of disposal of health records. Students may request a copy of their record at any time while the program has these records. All students shall receive a copy of their immune status record upon graduation.
- 3.10 This policy will be reviewed on the first anniversary of its original passage and every five years thereafter.

4. **PROCEDURES**

RESPONSIBILITIES OF STUDENT

- 4.1 All students must comply with the immunization and testing requirements of the Max Rady College of Medicine. Students who may have a medical or health condition necessitating a possible exemption from a specific immunization or test requirement must notify the Immunization Program.
- 4.2 Students must attend the immune status orientation session at the beginning of their first year of studies.
- 4.3 Students must notify the Immunization Program if they wish to receive clinical services relating to the Immune Status Requirements from their own healthcare provider, or from the Immunization Program.
- 4.4 Students who have decided to obtain services from their own healthcare provider must provide documentation of the relevant immunizations and tests by the deadlines provided. Students who have decided to obtain services from the Immunization Program must attend school clinics or attend for blood testing diligently.

RESPONSIBILITIES OF DIRECTOR, IMMUNIZATION

- 4.5 The Director, Immunization oversees and directs the operations of the Immunization Program; this includes but is not limited to:
 - Reviewing national immunization and testing guidelines; updating existing documents and health forms provided to students;
 - Reviewing all health documentation sent to or obtained by the Immunization Program;
 - Contacting students to obtain additional information or clarification;
 - Providing an immune status orientation session for new students;
 - Creating an immunization clinic schedule including individual student notices;
 - Organizing and provides training sessions for student immunizers;
 - Supervising immunization and tuberculin skin test clinic for student clients;
 - Reminding students when serological testing is overdue;
 - Editing and approving letters for students;
 - Completing immunization forms for external electives;
 - Bringing issues of concern to the attention of the Business Manager, UGME, Program Director MPAS, the Associate Dean, UGME, and/or the Dean of Medicine;
 - Remaining available to students as a source of information regarding immunizations and tests;
 - Participating on national committees regarding external elective requirements.

RESPONSIBILITIES OF THE IMMUNIZATION PROGRAM ASSISTANT

- 4.6 The Immunization Program Assistant supports the operations of the Immunization Program; this includes but is not limited to:
 - Receiving and processing Immunization Packages from new students;
 - For the Immunization Package, visit the link: http://umanitoba.ca/faculties/health_sciences/medicine/education/undergraduate/immunestatus.html.
 - Receiving and processing immunization and testing documentation sent to the Immunization Program;
 - Printing off a copy of the students' provincial immunization registry records
 - Creating student health files;
 - Distributing to students immunization clinic schedules;
 - Assisting with the organization and set up of training sessions for student immunizers;
 - Assisting with the organization and set up of immunization and tuberculin skin

- test clinics for student clients;
- Sending immunization records to public health for entry into the provincial immunization registry;
- Copying records for students on request, and at graduation;
- Reminding students when serological testing is overdue;
- Creating letters for students at the request of the Director, Immunization;
- Processing completed immunization forms for external electives;
- Bringing issues of concern to the attention of the Director, Immunization or the Business Manager, UGME;
- Acting as the first point of contact for students requesting additional information or assistance from the Immunization Program.

5. **POLICY CONTACT**

Please contact the Director, Immunization with questions respecting this policy.

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Faculty of Graduate Studies.

Observations

1. The **Faculty of Graduate Studies** proposes the official closure of the Ph.D. in Cancer Control, as the program has been supplanted by the Ph.D. in Nursing. Admissions to the program were originally suspended in 2014. There are currently no students in the program. The last program student graduated in February 2018.

Recommendations

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

Faculty of Graduate Studies

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Faculty Council of Graduate Studies

/ak

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



UNIVERSITY
OF MANITOBA

Rady Faculty of
Health Sciences

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

March 25, 2019

To whom it may concern,

Re: Request for Permanent Closure of the PhD in Cancer Control Program

The PhD in Cancer Control Program was suspended in 2014 with its last student graduating in 2018.

In 2012, the PhD in Nursing Program was initiated. Nurses interested in pursuing cancer control as a specialty can complete their studies under the auspices of the PhD in Nursing Program. As such, there is no negative impact of permanently closing the PhD in Cancer Control Program.

Yours truly,

DR. DONNA MARTIN
Associate Dean Graduate Programs
Phone: 204-474-6716
Email: donna.martin@umanitoba.ca



UNIVERSITY
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Graduate Studies

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OCTOBER 15, 2018

FROM: TODD MONDOR, VICE-PROVOST (GRADUATE EDUCATION) & DEAN OF
GRADUATE STUDIES

RE: CLOSURE OF THE PhD PROGRAM IN CANCER CONTROL

Admissions to the PhD program in Cancer Control were suspended in 2014 at the request of the College of Nursing because the program had been replaced by the PhD program in Nursing.

The last student enrolled in the program graduated in February 2018.

There are no longer any students enrolled in the Cancer Control program.

Both the Dean of the Faculty of Health Sciences, Dr. Brian Postl, and the Dean of the College of Nursing, Dr. Netha Dyck, support closure of the program.

For the reasons outlined above, I recommend that the PhD program in Cancer Control be closed.

PERMANENT CESSATION OF A PROGRAM OF STUDY

Under The Advanced Education Administration Act

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

UM INTERNAL REQUIREMENTS

1. Please complete the application below and submit one (1) electronic copy (.pdf format) each to the Vice-Provost (Integrated Planning & Academic Programs) and the Office of the University Secretary, along with the following supplemental documentation:
 - a. A cover letter justifying and summarizing the rationale behind the request for permanent cessation.
 - b. Letters of support from external stakeholders that were consulted as part of this proposal, if applicable.
 - c. Course Deletion forms, where applicable. To access the course deletion forms, please visit:
 - Undergraduate Courses: <http://umanitoba.ca/admin/governance/forms/index.html>
 - Graduate courses: http://umanitoba.ca/faculties/graduate_studies/admin/course_delete.htm
2. Please refer to the policy, Submission of Course, Curriculum and Program changes for further information. http://umanitoba.ca/admin/governance/governing_documents/academic/356.html
3. Please direct questions to Cassandra Davidson, Academic Programs Specialist, Office of the Provost and Vice-President (Academic) at Cassandra.Davidson@umanitoba.ca or 204.474.7847.


UNIVERSITY
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SECTION A – PROPOSAL DETAILSInstitution: **University of Manitoba**

Applicable faculties/department with responsibility for the program: Rady Faculty of Health Sciences, College of Nursing and Department of Community Health Sciences

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

Program name: PhD in Cancer Control

Credential awarded: Ph.D.

Proposed start date for permanent cessation: Fall 2019

Institutional Program Code(s) (PSIS reporting number):

Office Use Only

One-time funding:

On-going funding:

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

The PhD in Cancer Control was a full-time program offered collaboratively by the College of Nursing and Department of Community Health Sciences.

Objectives:

- Provide excellent doctoral-level education in the specialty area of Cancer Control to students with varying interests and clinical backgrounds.
- Provide a workable model for the integration of science and practice on a national basis to meet evolving recommendations for long-term capacity requirements in cancer control services.
- Produce a strong cadre of academic investigators who are expected to develop independent investigation but are strongly influenced by the realities of practice.
- Foster a learning environment that stimulates in students an attitude of critical inquiry in order to promote a health care system that is responsive to best nursing practice in the field of Cancer Control.
- Provide students with a variety of 'traditional' and innovative learning approaches in addition to course work.
- Enhance the existing body of oncology nursing knowledge by generating knowledge of national and international relevance in the broad fields of cancer care, palliative care, and cancer prevention.
- Provide opportunities for students to serve governmental and non-governmental agencies across Canada by helping to stimulate the development of research programs that are directly responsive to the concerns and experiences of practice colleagues in cancer control.
- Create opportunities for students to interact with individuals in other UM units, academic institutions, governments, non-governmental organizations, and cancer agencies.

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)*

Maximum time to graduate: 6 years

Requirements include 21 credit hours of course work, a candidacy exam and thesis

B-3 Provide a description of the intended outcomes of the program being permanently ceased:

Intended outcomes of the program being permanently ceased include the generation of doctoral nurses with expertise in cancer control.

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

This program was suspended in 2014 as its objectives and outcomes were encompassed by the introduction of a PhD in Nursing program at the College of Nursing, Rady Faculty of Health Sciences, University of Manitoba.

B-3.1 - Describe the existing and anticipated post-secondary learning needs of students in Manitoba that this program addresses and responds to.

The PhD in Cancer Control is a niche program that attracted a small number of students interested in Cancer Control.

B-4 Describe the mode of delivery for this program:

Blended delivery (in-class seminars and online)

SECTION C – INFORMATION REGARDING PERMANENT CESSATION DEVELOPMENT PHASE

C-1 Identify and provide a detailed description of the rationale for the permanent cessation of this program of study:

(Such as changes in applications, enrolment, employer demand.)

The PhD in Cancer Control is a niche program, which attracted a small number of students. With the introduction of the PhD program in Nursing, the opportunity to prepare PhD nurses with a focus in cancer control remains.

C-2 If applicable, describe any program reviews, evaluations, or other program review processes that occurred during the temporary cessation of this program:

N/A

C-3 Describe how the permanent cessation of this program aligns with the strategic plans of your institution:

The permanent cessation of this program aligns with the College of Nursing Strategy 2018-2023 in that we continue to strengthen the learning environment and educational program excellence by offering a PhD in Nursing program to generate future nursing leaders with a wide variety of expertise, including oncology nursing.

C-4 Outline the internal approval process (i.e. committees, governing bodies) for approving the permanent cessation of this 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.

<u>Decision-Making Body</u>	<u>Date of Approval</u>
Faculty/College/School	26/02/2019
SCCCC <i>(undergrad only)</i>	_____
SPPC <i>(if applicable)</i>	_____
Senate Executive	_____
Senate	_____
Board of Governors	_____

C-5 Responsibility to consult

C-3.1. Is this program subject to mandatory review or approval by organizations external to the institution (such as regulatory bodies, Apprenticeship Manitoba, etc.)? *(If yes, please describe consultation process and provide copies of reports or letter from these organizations.)*

No

C-3.2 What agencies, groups, or institutions have been consulted regarding the permanent cessation of this program?

Faculty of Graduate Studies

Department of Community Health Sciences, Rady Faculty of Health Sciences

C-3.3 How have students and faculty been informed of the intent to permanently cease this program?

Students and faculty were informed of the intent to permanently cease this program via email and newsletters when the College of Nursing applied to have the program suspended.

C-6 Describe the impact that the permanent cessation of this program may have on developing a skilled workforce and on labour market need in Manitoba:

There will be no impact on the permanent cessation of this program as the PhD in Nursing program will ensure the development of a skilled workforce to meet the labour market need in Manitoba.

SECTION D – SYSTEM IMPACTS

D-1 Describe how the permanent cessation of this program will affect any specific laddering, articulation and/or credit transfer options for students in Manitoba and Canada:

There will be no impact.

D-2 Describe how the permanent cessation of this program may affect the academic, cultural, social and economic needs and interests of students and the province:

There will be no impact. The College of Nursing has offered a PhD in Nursing program since 2012.

D-3 UM INTERNAL REQUIREMENTS: Describe how the permanent cessation of this program will impact course offerings in the unit. Provide a list of courses that are to be deleted (indicate subject code, course number, course title, number of credit hours) as a result of the permanent cessation and append the appropriate deletion forms.

This course was deleted in 2018 (Senate: June 20, 2018):

NURS 7160 Cancer Nursing Research, 3 credit hours

D-4 UM INTERNAL REQUIREMENTS: Describe how the permanent cessation of this program and the deletion of any related courses may affect other academic programs at the institution. For undergraduate programs, include Request for Statement of Support forms, or for graduate programs, append letters of acknowledgement from those units/programs that may be impacted.

There will be no impact.

SECTION E– STUDENT IMPACTS

E-1 Provide a program completion plan for students currently enrolled in the program that is being permanently ceased:

Year 1 No students currently enrolled in the program

Year 2 No students currently enrolled in the program

Year 3 No students currently enrolled in the program

Year 4 No students currently enrolled in the program

UM Internal Requirements: Is there a potential for students who are currently not registered and who may not have been registered for one or more years to return to the program? If so, outline any plans on how these students will be accommodated.

N/A

E-2 Will previous graduates of this program be negatively affected by its cessation?

No

E-3 What was the maximum seat capacity of the program that is being permanently ceased?

The maximum seat capacity of the program was small – less than 5.

E-4 What was the enrolment and graduation rate for this program over the past 5 years?

1 student enrolled, graduated February 2018

SECTION F – FINANCIAL REALLOCATION

F-1 What portion of ongoing funding is allocated to this program?

1 student graduated in February 2018 so there was minimal funding allocated to this program

F-2 Please provide a detailed description of how these funds will be reallocated:

Any funding for this program will be reallocated to the PhD in Nursing program as the purpose of this program is to develop nursing leaders in a wide variety of clinical, educational, administrative, and research settings.

SECTION G – SIGNATURES

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

SUBMITTED BY:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

For use by joint programs only:

President:

Name:

Signature:

Date:

Vice-President/Academic:

Name:

Signature:

Date:

SUBMIT COMPLETED FORM

PROVOST'S OFFICE ONLY Once completed and signed, please submit this application form to Post-Secondary Education and Labour Market Outcomes at PSE-LMO@gov.mb.ca with the following attachments *(double-click to engage check box)*:

☐

Cover letter

☐

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

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

Post-Secondary Education and Labour Market Outcomes

Manitoba Education and Training

400-800 Portage Avenue Winnipeg MB R3C 0C4

(204) 945-1833

PSE-LMO@gov.mb.ca

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Faculty of Graduate Studies.

Observations

1. The **Faculty of Graduate Studies** proposes the draft 2019/2020 Faculty of Graduate Studies Academic Guide. Substantive changes to the Guide include:
 - Section 2.4 Performance in Coursework: remediation of a failed course with a substitute course must be at the same level or higher (e.g., at the graduate level (7000, 8000) for a failed graduate level course);
 - Sections 4.5.2 (Master's) & 5.5.2 (Ph.D.) Student's Co-advisor: the co-advisor no longer needs to be a member of unit offering the program;
 - Sections 4.6.1 (Master's) & 5.2.3 (Ph.D.) Advisory Committee: no longer a requirement for an 'internal-external' advisory committee member;
 - Sections 4.8.1.2 (Master's) & 5.11.1 (Ph.D.) Examining committee: same revised composition requirements as advisory committee; and
 - Section 8 Leave of Absence: explicit statement for international graduate students to consult with the International Centre about the effect of a leave of absence on immigration status.

Recommendations

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

Faculty of Graduate Studies

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Faculty Council of Graduate Studies

/ak

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

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The Faculty of Graduate Studies Academic Guide contains all the rules and policies pertaining to the Faculty of Graduate Studies. Adherence to these rules is of utmost importance for the

effective functioning/operation of programs and for guiding and monitoring the progress of students. The integrity of the process is at stake. The major goal of this guide is to prevent potential problems that may affect the completion of a student's program. It is the responsibility of students and the unit offering a graduate program to read and follow the policies contained herein.

All regulations as laid out in the Faculty of Graduate Studies Academic Guide are subject to revision by the appropriate bodies of the Faculty of Graduate Studies. This compendium is presented as the most recent set of regulations as a guideline for students and staff. Individual departments may have additional regulations that supplement these general regulations. All such supplementary procedures and regulations must be approved as specified by the By-Laws of the Faculty of Graduate Studies, be published and available to students, and kept on file in the Faculty of Graduate Studies Office.

For those programs that are administered through a Faculty (as opposed to a Department) the term "Department" should be substituted by "Unit" within this document (i.e., Department Head becomes Unit Head.)

PREFACE

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.

Definitions

The “Vice-Provost (Graduate Education) and Dean~~-of-the~~ Faculty of Graduate Studies” shall be taken to mean the Vice-Provost (Graduate Education) and Dean~~-of-the~~ Faculty of Graduate Studies or designate.

“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 *de facto* 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 *de facto* Head of interdisciplinary programs administered by the Faculty of Graduate Studies. 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.

SECTION 1: Application, Admission, and Registration Policies

1.1 Application and Admission Procedures

The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies, [via the online application system](http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html). **Applicants should contact the department/unit to which they are applying for the procedures and requirements of that department/unit.** Contact information for each unit can be found at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html.

1.1.1 Process:

1.1.1 (a) A completed official application for admission form must be submitted, together with the application fee and supporting documentation, to the Faculty of Graduate Studies, via the online application system.

NOTE: International students must pay special attention to the appropriate requirements with respect to transcripts (see application form for details).

1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit's criteria including, but not limited to, availability of advisors, space, and facilities.

1.1.1 (c) Notification of recommended/rejected applications is sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies' eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.

1.1.2 Deadlines for Recommended Applications (from Departments/Units to the Faculty of Graduate Studies)

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

Term	Start Date	Canadian/US International	
FALL	September	July 1	April 1
WINTER	January	November 1	August 1
SUMMER	May	March 1	December 1

IMPORTANT: These are not application deadlines. Applicants are **required** to submit the application and documentation to the Faculty of Graduate Studies to meet the application deadline in place for a particular department/unit. Applicants are advised to confirm the deadline of the department/unit to which the application is being made; deadlines can be found on the application program page at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html.

1.1.3 Application Fee

A \$100.00 (CDN) non-refundable fee must accompany admission applications from all Canadian, Permanent Resident, and International applicants. ~~If submitting a paper application, a \$120.00 (CDN) non-refundable fee must accompany the admission application.~~

1.1.4 Transcripts

Unofficial copies of transcripts and final degree certificates are acceptable for initial assessment and provisional admission purposes.

Upon admission to the Faculty of Graduate Studies, applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the Faculty of Graduate Studies, within one (1) month of the date on the admission letter. Applicants will be placed on hold, which prevents registration, until all admission requirements have been submitted. **All transcripts must arrive in sealed, university-stamped envelopes sent directly from the issuing institution(s) and be accompanied by official and literal English translations (where applicable, see 1.1.5).** For international degrees or where the transcripts does not or will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required.

1.1.5 Transcripts: International

Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal English translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution. For international degrees or where the transcript does not or will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required.

1.1.6 Transcripts: University of Manitoba

University of Manitoba students are not required to submit University of Manitoba transcripts.

1.1.7 Proficiency in English

A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a high school/secondary school diploma diploma and/or university degree from Canada or one of the countries listed on the English Language Proficiency Test Exemption List (see 1.1.8 next section). The Faculty of Graduate Studies requires a passing, acceptable English Language Test score in order to offer admission. **Please note:** In all cases, test scores older than two (2) years (from the time of completing the test) are invalid.

Thresholds required for successful completion are indicated in parentheses.

- University of Michigan English Language Examination Assessment Battery (MELAB) (80%)
- Test of English as a Foreign Language (TOEFL)– Internet based -iBT (86; minimum score of 20 in each of reading, writing, listening and speaking categories)
- Canadian Test of English for Scholars and Teachers (CanTEST) (band 4.5 in listening and reading and band 4.0 in writing and oral interview)
- International English Language Testing System (IELTS) (6.5)
- Academic English Program for University and College Entrance (AEPUCE) (65%)
- Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset)
- PTE Academic (61% overall)

Note:

In addition, foreign language students may be asked by the department/unit to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the department/unit may recommend remedial measures in language skills based on the results of the CanTEST. Some units may require a specific test or test scores greater than those indicated above. Students should check department/unit supplemental regulations for details.

1.1.8 English Language Proficiency Test Exemption List

Applicants holding secondary school diplomas and/or recognized university degrees from countries on the Faculty of Graduate Studies English Language exemption list are not required to submit an English Language Proficiency score. For more information please see our website at http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm

1.1.9 Letters of Recommendation

Letters of Recommendation are to be completed via the online application. Applicants are required to add their 'Recommendation Provider(s)' contact information so that each recommender is sent an automated email notification.

Generally, two (2) Letters of Recommendation must be submitted to the Faculty of Graduate Studies. For the number of recommendation letters necessary, applicants should review their specific Program webpage at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html.

1.1.10 Admission Tests

Some departments/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 department/unit, and if required, the scores must be submitted at the time of application.

1.1.11 Entrance Requirements

The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a 3.0 Grade Point Average (GPA) or equivalent in the last two (2) previous years of full time university study (60 credit hours).

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.

1.1.12 Eligibility of University of Manitoba Staff Members

A staff member at The University of Manitoba at the rank of Assistant Professor or above is not eligible to apply for admission to a graduate program in the department/unit in which the appointment is held.

1.2 Registration Procedures

1.2.1 Registration

Pre-Master's students are not normally allowed to register in 7000-level courses or above, with the exception of GRAD 7500, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate.

Undergraduate students may be permitted to register in 7000-level courses or above on recommendation of the [department/unit](#) offering the graduate course, subject to the conditions listed below:-

- Undergraduate students must obtain permission from the [department/unit](#) head and course instructor before registering for a graduate course.
- Only undergraduate students completing an undergraduate degree at the University of Manitoba are eligible to enroll in a graduate course.
- Undergraduate students are not eligible for admission to any graduate course that is cross-listed with an undergraduate course, or that is scheduled to be taught at the same time and location as an undergraduate class.
- Undergraduate students will only be eligible to receive graduate-level credit for a course designated as 7000-level or above if at least 75% of the students registered in the course are graduate students.
- Undergraduate students who complete a graduate course are not guaranteed admission to a graduate program.

On admission to a graduate program at the University of Manitoba, application may be made to the Faculty of Graduate Studies to apply any previously completed graduate courses toward meeting program requirements, subject to the restrictions listed below.

- No more than 50% of the coursework required in a graduate program may be imported.
- Only courses in which a C+ grade or higher, or the minimum grade required by the program to which the course would be applied, is achieved are eligible to be considered to be used toward may be applied to meeting the requirements of any graduate program.

- Any graduate course completed by an undergraduate student may subsequently be applied to a graduate program only if it has not been used toward completion of any other degree program.
- Any graduate course completed by an undergraduate student for which a passing grade has been obtained (i.e., C+ or higher) may not be repeated should the student later gain admission to a graduate program.
- Courses completed more than seven (7) years prior to the date of awarding a degree may not normally be used for credit towards the degree (see section 4.7.2 Lapse of Credit of Courses)

All graduate students must initially register in the term specified in their letter of acceptance as specified in the Academic Schedule of the Graduate Calendar. Any student not registering by the registration deadline for the term specified in their letter of offer will be required to re-apply for admission. In exceptional circumstances and with prior approval from the department/unit, a student may defer registration for up to one (1) term following acceptance into the Faculty of Graduate Studies. In the case of international students, admission may be deferred, with prior approval from the department/unit, for up to one (1) year following acceptance.

All programs must be approved by the Head of the major department/unit or designate. Approval to take courses from departments/units outside the major department/unit must be obtained from the outside department/unit.

The approval or denial of admission and registration to two (2) programs rests with the Dean of the Faculty of Graduate Studies in consultation with the department/unit concerned. The approval/denial must be submitted to the Faculty of Graduate Studies prior to the student's admission/registration on the "Concurrent Curriculum Permission" form (<http://intranet.umanitoba.ca/student/records/2323.html>).

Where a student does register in two (2) programs, it is important to note that dual registration may affect funding, and that completing a graduate program as a part-time student will affect eligibility for The University of Manitoba Graduate Fellowship (UMGF) and may limit other funding possibilities.

1.2.2 Re-Registration

All students must re-register in all Fall, Winter, and Summer terms of their program until a degree is obtained. ~~_(with the exception of pre-Master's students)_~~ **Failure to re-register will result in the student being discontinued from their graduate program.** A student who has been discontinued and would like to be considered for continuation in a program must apply for re-admission, which is not guaranteed. The re-registration requirement does not apply to occasional students, visiting students, ~~pre~~Pre-Master's students or students on an Exceptional or Parental Leave of Absence (please refer to "Leave of Absence", Section 8 of this Guide).

The notation 'Discontinued Graduate Program' will be placed on the academic record of any graduate student who has failed to maintain continuous registration.

1.2.3 Registration Revisions

For designated periods subsequent to registration, approved revisions may be made. It is required that students adhere to dates and deadlines as published in the Academic Schedule of the Graduate Academic Calendar.

Note: Graduate students are not permitted to withdraw from courses without written permission from their Department/Unit Head on recommendation from their advisor/co-advisor (and/or advisory committee). The notation “Required to Withdraw” may be placed on the academic record of any graduate student who has withdrawn from courses without such approval.

1.2.4 Advisor Student Guidelines

All students in thesis/practicum programs, in consultation with their advisor/co-advisor, are required to complete the Advisor Student Guidelines as soon as possible after registration but no later than at the time of submission of the first Progress Report. If a student does not have an advisor/co-advisor at this time, the interim advisor will be required to complete the Advisor Student Guidelines. The Advisor Student Guidelines is to be completed again if there is a change in advisor/co-advisor. The Advisor Student Guidelines form is available through JUMP only.

1.2.5 Western Deans’ Agreement

This agreement was established in 1974 as an expression of co-operation and mutual support among universities offering graduate programs in western Canada. Its primary purpose is the reciprocal enrichment of graduate programs throughout western Canada. This agreement is not intended to preclude other agreements between participating institutions. A list of the participating Universities can be found at <http://wcdgs.ca>.

1.2.5.1 The Western Deans’ Agreement normally provides an automatic tuition fee waiver for visiting students. Graduate students paying normal required tuition fees to their home institution will not pay tuition fees to the host institution.

1.2.5.2 Only degree level courses from recognized post-secondary institutions will be considered; courses that are part of certificate or diploma programs will not be approved.

1.2.5.3 Program fees are always to be paid to the home institution, regardless of coursework taken at another institution. Students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. Wherever possible, these fees will also be waived.

1.2.5.4 Students will qualify for the fee waiver if they:

a) present the “Authorization Form: Western Deans’ Agreement” signed by the Dean or designate and the department/unit Head or advisor/co-advisor of a participating Western institution at least one (1) month prior to the start of term, specifying the courses to be taken for credit toward a graduate degree program at their home institution;

- b) are in good standing in a graduate program at the home institution;
- c) do not owe tuition and/or fees at the home institution.

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

1.2.5.6 Registration is possible in courses at both the graduate and undergraduate levels, and in credit courses offered through distance education or other means. To be eligible, courses must be an integral part of the applicant's graduate degree program. Fee waiver is not permitted for audit or non-credit courses.

1.2.5.7 Students must have the Authorization Form approved by the relevant department/unit Head and the Faculty of Graduate Studies at the host institution at least one (1) month prior to the commencement of the course(s) requested. The fee waiver is not available retroactively.

1.2.5.8 Students are subject to regulations of the home institution governing credit for the courses to be undertaken. As a condition of registration at the host institution, students will arrange for official transcripts from the host institution to be sent to the home institution confirming successful completion of courses selected.

1.2.5.9 Students must send confirmation of registration and notice of any change to the Registrar's Office of the home institution at the time of registration or course change is completed.

1.2.5.10 Students may not claim fee waivers under the terms of this Agreement for a period of more than twelve (12) months in total.

1.2.5.11 Each institution has its own regulations regarding the maximum number of transfer credits permitted in a given degree program. A list of the participating Universities can be found at <http://wcdgs.ca/>

1.3 Course Classifications

1.3.1 General Classifications

Students who register through Aurora Student Information System (Aurora Student) must also have prior approval of the department/unit Head or designate. Students registering through Aurora Student should add only those courses that are a Major (Standard "S") course in their program. Courses with Auxiliary "X", Audit "A", or Occasional "O" status (see below) must be added by the department/unit.

"X" Auxiliary course: Course is not a major requirement of the program but is required/recommended by the student's advisor/co-advisor.* Extra courses that are not part of the Master's or Ph.D. program but which are specified and required/recommended by the student's advisor/co-advisor, may be classified as "X" (Auxiliary) and the grade will not be

included in the degree GPA which appears on the transcript. However, “X” course grades may be used in the calculation of the GPA for continuation in the program and a minimum grade requirement may be required for “X” coursework by the department/unit. (Please consult the individual department/unit’s [supplemental regulations](#).) Additionally, “X” courses are used in the calculation of the GPA for the purposes of Admission and Awards. (The University of Manitoba Graduate Fellowship [UMGF] and International Graduate Student Scholarship [IGSS] use “X” courses in the calculation of the GPA.) The student’s advisor/co-advisor and department/unit Head must determine if there is a valid need for the registration in courses under the “X” classification. A maximum of twelve (12) credit hours under the “X” course classification is permitted while registered in a given program.

“A” Audit course: Course is not taken for credit. No grade is recorded. Additional fees will be assessed.

“O” Occasional course: Course is not a requirement of the program. Additional fees will be assessed.

**** Notes:** [Students are not permitted to audit a course and take the same course for credit at a later date.](#)

Changes in course classifications are regarded as course/program changes and may not be made without approval (refer to [1.2.3 Registration Revision](#) section of this Guide) or after the deadline dates for course changes as indicated in the Academic Schedule of the *Calendar*.

1.3.2 Continuing Courses (CO)

For those graduate level courses (6000, 7000, and 8000) which are being taken by students enrolled in the Faculty of Graduate Studies and which continue beyond the normal academic term, the instructor shall recommend that a mark classification of “CO” be used until such time as a final grade can be established. If the course is not completed by August 31, the student must re-register for the course(s).

In the absence of an assigned mark of “CO”, the student may receive a mark of “F” in that term.

Note:

A “CO” will normally not be permitted longer than twelve (12) months. In exceptional circumstances, where a “CO” grade is requested for a second twelve (12) months, at the time the “CO” grade is submitted, the instructor and department/unit Head must also submit the “Recommendation for Continuing Status of a Course” form stating the reason for the “CO” and the deadline by which the course must be completed.

1.3.3 Incomplete Courses

Students who are unable to complete the term work prescribed in a course may apply to the instructor prior to the end of term for consideration of a grade classification of “Incomplete”. It is understood that the student is to write the final examination if one is scheduled for the course. [A “Time Extension for Completion of Term Work” form must be completed.](#)

Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade using a zero value for incomplete work.

Normally, the following maximum extensions are allowed:

August 1st for courses terminated in April

December 1st for courses terminated in August

April 1st for courses terminated in December

If a final grade is not reported within one (1) month of the extension deadline, the Incomplete (I) classification will be dropped and the grade will remain as awarded. [Normally, t](#)he student will no longer have an opportunity to improve the grade. In no case will the satisfaction of the incomplete requirements result in a lower grade being awarded.

1.3.4 Cross-Listed Courses

Cross-listed courses are defined as courses taught at the same time and in the same location.

The regulations below place limits on the extent to which cross-listed courses may be used to meet graduate program requirements.

1. In order to receive credit for any 7000-level course that is cross-listed with a 3000- or 4000-level undergraduate course, the 7000-level course it must have a distinct syllabus, and the course content and evaluation methods must be at the graduate-level.
~~significantly different readings and evaluation methods from the undergraduate course.~~
2. Graduate students will not receive credit toward meeting program requirements for any 7000-level course cross-listed with a 1000- or 2000-level undergraduate course unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate.
3. Graduate students will not receive credit toward meeting program requirements for any 7000-level course cross-listed with a previously completed course.

1.4 Student Status/Categories of Students

1.4.1 Full-Time and Part-Time Students

Graduate students are ~~initially~~ admitted as full-time ~~students status unless a "Part-Time Status" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) has been received.~~

Graduate student status is not determined by the number of credit hours taken per term.

Therefore, students who spend much of the time in a laboratory or library engaged in research or writing a thesis/practicum, or who spend part of the academic year engaged in research elsewhere, are regarded as full-time students.

Student status should be determined by the student and advisor/co-advisor, and changes must be requested on the "Part-Time Status" form

(http://umanitoba.ca/faculties/graduate_studies/forms/index.html). The form must be approved by the department/unit Head and submitted to the Faculty of Graduate Studies.

Declaration of full/part time status must be made prior to the end of the registration revision period in the Fall and/or Winter terms and within one (1) month of the start of the Summer term.

For every full year (12 months) a Master's student is declared as part time they will receive an additional four (4) months in time to complete their program. For every two (2) 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 (2) years (24 months) a Ph.D. student is declared as part time they will receive an additional four (4) months in time to complete their program. Retroactive status changes will not be made.

1.4.2 Pre-Master's Or Qualifying Students

In specific cases where the academic background of the student is judged to be insufficient for the given program in a department/unit, the department/unit may recommend that the student be admitted to a ~~pre~~Pre-Master's program of study. The ~~pre~~Pre-Master's program is intended to bring the student's standing to approximately the level of an Honours graduate in the major department/unit, and to provide any necessary prerequisites for courses.

1.4.3 Occasional Students

A student wishing to take graduate courses with no intention of applying them toward an advanced degree at ~~The~~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.

1.4.4 Undergraduate Students

Note:

1. Transfer of courses from the "occasional" category to a degree program is not automatic: request for advance credit must be made within the first year of a degree program on the

“Advance Credit – Transfer of Credit” form
(http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

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 (1) academic year (September 1 - August 31) without reapplication.
4. At least 60% of coursework per academic year must be taken at the graduate level while registered as an occasional student.

1.4.4 Joint Masters (With the University of Winnipeg)

The University of Manitoba and the University of Winnipeg offer four (4) 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 [prePre](#)-Master’s qualifying work for these programs register at the university where the courses are being taken.

1.4.5 Visiting Students

Visiting students are students who are registered at another institution who are taking one (1) or more courses at The University of Manitoba on a Letter of Permission from their home university. Visiting students must submit an online application, along with a \$100.00 (CDN) [non-refundable](#) application fee, in addition to copies of transcripts from all institutions attended and a successfully completed English Language Proficiency Test from the approved list, if applicable. Applications must be submitted to the Faculty of Graduate Studies a minimum of one (1) month prior to the start of the intended term of study.

Note:

1. Fees paid by a student while registered as a visiting student are not transferable, at a later date, to a degree program.
2. Registration in the visiting student category can be for no more than one (1) academic year (September 1 - August 31) without reapplication.
3. At least 60% of coursework per academic year must be taken at the graduate level while registered as a visiting student.

1.5. Student Accessibility

See Student Accessibility Procedure:

http://umanitoba.ca/admin/governance/governing_documents/students/accessibility.html

SECTION 2: Academic Performance - General

2.1 General Note

Students are responsible for ensuring that they meet all degree and program requirements.

The advisor (and if appropriate co-advisor), advisory committee, and department/unit must ensure that each student follows Faculty of Graduate Studies and department/unit guidelines and meets all program requirements. The Faculty of Graduate Studies performs a final check of Faculty of Graduate Studies minimum requirements for each student just prior to graduation. Students are cautioned, therefore, to periodically check all regulations with respect to their degree requirements. Failure to meet all the requirements will render a student ineligible to graduate.

[Departments/u](#)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 departments/units:

The department/unit is responsible for informing the Faculty of Graduate Studies when a student's performance is unsatisfactory in research or coursework and the department/unit must outline any recommended remedial action(s).

The department/unit must notify the student of the deficiency and of its recommendation.

If the student fails to satisfy any remedial action recommended, the student may be required to withdraw from the Faculty of Graduate Studies.

Note:

When a graduate student is required to withdraw from a program of study, the notation on the academic record will be: "Required to withdraw".

A student who has been required to withdraw from a graduate program may be permitted to apply for admission to another graduate program only if the application for admission is approved by the Dean of the Faculty of Graduate Studies.

Voluntary withdrawal from a program is only permitted if the student is in good academic standing.

Recommendations of departments/units will supersede student requests for voluntary withdrawal.

2.2 **Bona Fide Academic Requirements (BFAR)**

The following Bona Fide Academic Requirements (BFAR) represent the core academic requirements a graduate student must acquire in order to gain, and demonstrate acquisition of, essential knowledge and skills. Students must also meet additional requirements that may be specified for their program.

Students must meet requirements as outlined in both BFARs and Supplementary Regulation documents as approved by Senate.

Unless otherwise indicated, students may elect to complete any/all of the following requirements with or without appropriate and authorized assistive technology/aids. Students must consult Student Accessibility Services (SAS) regarding authorization for these procedures.

BFAR Statement	Taught	Assessed
Student must successfully complete a co-operative experience or practicum, if required by their program.	Master's GRAD 7030	GRAD 7030
Student must successfully complete a comprehensive exam, project, studio exhibition, or equivalent, as required by their program and determined by the assigned examining committee.	GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200	GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200 Examining/Adjudication Committee
Student must produce a recorded/published thesis commensurate with degree being sought.	Master's GRAD 7000 Doctoral GRAD 8000	GRAD 7000 GRAD 8000
Student must successfully defend their thesis (where required), as determined by the assigned examining committee, in real-time.	Master's GRAD 7000 Doctoral GRAD 8000	GRAD 7000 GRAD 8000
Student in doctoral program must complete a candidacy exam (or equivalent) as required by their program and determined by the assigned examining committee.	GRAD 8010	GRAD 8010
Student must demonstrate knowledge of the University of Manitoba's policy on academic integrity, plagiarism, and cheating.	GRAD 7500	GRAD 7500

Student must conduct research in a safe and ethical manner, referring to their respective ethics board and supervisor(s) to ensure respect is maintained for: human dignity and/or animal welfare; vulnerable persons; informed consent; justice and diversity; confidentiality and privacy; beneficence and non-maleficence in the work that they conduct-	GRAD 7300	GRAD 7300
Student must complete coursework as required by their program.		

Individual unit BFARs available at: http://umanitoba.ca/graduate_studies/

2.3 Academic Performance

Student progress shall be reported *at least* annually, (but not to exceed once every four months), 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 and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two (2) consecutive “in need of improvement” or an “unsatisfactory” rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.

2.4 Performance in Coursework

A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Departments/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 department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. In the event that a substitute course is used for remediation, then this must be at the same or higher level as the failed course (e.g., at the graduate level for a failed graduate-level course). Each failed course may be repeated or replaced only once, to a maximum of six (6) credit hours of coursework. If a course is repeated or replaced, the highest grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of C or less in more than six (6) credit hours of coursework are normally required to withdraw, unless otherwise stated in the department/unit’s supplemental regulations.

Graduate students are not permitted to repeat a previously passed course.

Note:

In exceptional circumstances, the department/unit may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.

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

A summary of all actions taken administratively are to be reported, in summary form, to the Faculty of Graduate Studies Executive Committee.

2.5 Mandatory Academic Integrity Course

All students, including those in a ~~pre~~Pre-Master's program, are required to successfully complete [GRAD 7500](#) Academic Integrity Tutorial (0 credit hours) within their first term of initial registration.

Notes:

Students who successfully complete GRAD 7500 Academic Integrity Tutorial at the Master's level are not normally required to repeat the course at the Ph.D. level so long as no more than one (1) term separates one graduate degree program from another graduate degree program.

Failure to complete this course will result in suspension of registration privileges and a grade of "F/NP" being assigned to the course which may lead to being "Required to withdraw" from the graduate program.

Students on an exceptional/parental/regular leave of absence must register in GRAD 7500 upon return from leave if it has not already been completed.

Visiting and Occasional students are not expected to complete GRAD 7500. For further information see GRAD 7500 FAQ:

http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html).

SECTION 3: General Regulations – Pre-Master’s

3.1 Admission and Program Requirements

Graduates of bachelor degree programs with a minimum grade point average (GPA) of 3.0 in the last two (2) full years of university study will be considered for admission to a [prePre](#)-Master’s program. These are the minimum requirements of the Faculty of Graduate Studies.

Departments/Units may specify higher or additional criteria. Admission to a [prePre](#)-Master’s program does not guarantee future admission to a Master’s program. As the pre-Master’s program of study is intended to bring a student’s background up to the equivalent of the required four (4)-year degree, departments/units should assign to students, as part of their [prePre](#)-Master’s program of study, an appropriate number of applicable upper level (3000 or 4000) undergraduate courses. Pre-Master’s students are not normally allowed to register in 7000-level courses or above, with the exception of GRAD 7500, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate.

3.2 Academic Performance

3.2.1. The department/unit Head is responsible for assigning the courses and monitoring the progress of each student.

3.2.2. A minimum degree grade point average of 3.0 with no grade below C+ must be maintained to continue in a pre-Master’s program. Students who fail to maintain this standing will be required to withdraw unless remedial action recommended by the department/unit (as described below) is approved by the Dean of the Faculty of Graduate Studies.

3.2.3. Students deficient in six (6) hours of credit or less may be permitted to write a supplemental examination (when offered in the department/unit’s supplemental regulations) in courses in which a grade of C or less was obtained.

3.2.4. Students deficient in six (6) hours of credit or less with a grade of C, D, or F in a course or courses may be permitted, if the overall average is C or better, to write one (1) supplemental examination in each course (when permitted by the department/unit’s supplemental regulations), to repeat the courses, or to take equivalent substitute courses.

Note: In exceptional circumstances, when a student is deficient in more than six (6) credit hours, the student may be permitted to repeat the [prePre](#)-Master’s year, or to write supplemental examinations (when offered), or to substitute equivalent coursework in order to make up the deficiencies.

A student may be permitted to repeat the [prePre](#)-Master’s year only once, and to remove deficiencies in grades by writing a supplemental examination or repeating courses only one (1) time for each course to a maximum of nine (9) credit hours of coursework.

If a course is repeated or a supplemental examination is written, the highest grade obtained in that course will be used in the determination of the degree GPA.

The degree GPA is cumulative in a pre-Master's program if more than one (1) year is required to complete the course requirements.

A summary of all action taken administratively is to be reported to the Faculty of Graduate Studies Executive Committee.

SECTION 4: Master's Degrees General Regulations

4.1 General

Although general regulations apply to all students, individual departments/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 department/unit supplemental regulations for specific details regarding admission, program requirements, progression, and completion. Individual departments/units may offer Master's programs by one or more of the following:

- Thesis/practicum-based;
- Course-based;
- Comprehensive Exam;
- Project;
- Accredited Professional.

4.2 Diploma Programs

The regulations for the Master's program shall also prevail for diploma programs. All students should consult the department/unit supplemental regulations regarding diploma programs.

4.3 Admission

4.3.1 General Criteria

Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:

- Graduates of four (4)-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from:
 - Canadian institutions empowered by law to grant degrees; or
 - Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.
- Graduates from first-cycle Bologna compliant degrees.
- Students who have completed a **prePre**-Master's program from:
 - The University of Manitoba; or
 - Canadian institutions empowered by law to grant degrees; or
 - Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies.

All students applying for a Master's degree program must have attained a minimum GPA of 3.0 in the last two (2) full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a ~~pre~~Pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.

4.3.2 Pre-Master's Programs

In specific cases where the academic background of the student is judged to be insufficient for the given program in a department/unit, the department/unit may recommend that the student be admitted to a ~~pre~~Pre-Master's program of study (Section 3).

The ~~pre~~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 department/unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.

4.4 Program Requirements

In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the department/unit and may follow the department/unit's supplemental regulations. Any single course cannot be used for credit toward more than one program.

4.4.1 Thesis/Practicum Route

A minimum of ~~12~~-twelve (12) credit hours of coursework, unless otherwise stated in the department/unit's supplemental regulations, plus a thesis or practicum is required. The minimum must include at least ~~6~~-six (6) credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of ~~24~~-twenty-four (24) credit hours of coursework is allowed unless the department/unit's supplemental regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.

4.4.2 Course-based or Comprehensive Examination Route

A minimum of ~~24~~-twenty-four (24) credit hours of coursework and comprehensive examination(s) is required. The minimum must include at least ~~18~~-eighteen (18) credit hours at the 7000 level or above with the balance of the coursework at the 3000 level or above. A maximum of ~~48~~-forty-eight (48) credit hours of coursework is allowed unless a department/unit's supplemental regulations indicate otherwise.

4.4.3 Accredited Professional Route

The credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body.

4.4.4 Language Requirements

Some department/units specify a language requirement for the Master's degree. Students should check department/unit supplemental regulations regarding this requirement.

4.4.5 Advanced Credit

Advance credit for courses completed prior to admission to a Master's program will be considered on a ~~case-by-case~~ ~~individual~~ basis. The student's department/unit must make a request to the Faculty of Graduate Studies by completing the "Advance Credit-Transfer of Courses" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

- Application for advance credit must be made within the first year of the program ([see section 4.7.2 Lapse of Credit of Courses](#))
- ~~see Lapse of Credit of Courses in this section for course currency).~~
- No more than 50% half of the required coursework for the program can be [achieved using given](#) advance credit.
- A course may not be used for credit toward more than one (1) degree, diploma, or certificate.
- The student must register at The University of Manitoba for at least two (2) terms within a single academic year and must also complete the thesis/practicum/project/comprehensive exam at The University of Manitoba.

Regardless of the extent of advanced credit granted, all students are required to pay [all](#) applicable program fees.

4.4.6 Transfer Credit

Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:

- must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree;
- may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office (http://umanitoba.ca/student/records/leave_return/710.html); an original transcript and course equivalency must be provided.

4.4.7 Time in Program

The minimum time for students in the Master's program is equivalent to two (2) terms. Completion of most programs requires more than this and students should check department/unit supplemental regulations regarding specific requirements.

The maximum time allowed for the completion of the Master's degree is four (4) years for students declared as full-time and six (6) years for students declared as part-time (see section [1.4.1](#) for information on calculating maximum time for students). Individual department/units and/or programs may have specified minimum and maximum time limits, and students should periodically check department/unit supplemental regulations regarding these specific requirements.

Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies using the "Time Extension Request" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) **at least three (3), but no more than four (4), months** prior to expiration of the respective maximum time limit.

A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".

4.5 Student's Advisor and, Co-advisor and Advisory Committee

4.5.1 Student's Advisor/Co-Advisor

Each student should have an advisor upon entry into the program, and must have one assigned no later than one (1) term following registration. The advisor must:

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

*(http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)

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

It is the responsibility of the department/unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or special circumstances must be recommended by the

department/unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.

In department/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the department/unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.

4.5.2 Student's Co-advisor

In special circumstances, upon approval of the Head of the department/unit, an advisor and a maximum of one (1) co-advisor may advise a student. The co-advisor must:

- be a member of the Faculty of Graduate Studies*;
- hold a Master's or equivalent**;
- be active in research;
- have expertise in a discipline related to the student's program;

*(http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)

**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 co-advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not equivalent to a Master's or Ph.D.

The co-advisor may be identified either at the beginning of, or mid-way through, a student's program. In all instances, the Faculty of Graduate Studies must be informed of, and approve, the co-advisor arrangement.

~~In special circumstances, an advisor and a maximum of one (1) co-advisor, upon approval of the department/unit Head may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor.~~

~~When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One (1) advisor must be identified as the primary advisor; however, both co-advisors' signatures are required on all documents where the advisor's signature is required.~~

~~The advisor/co-advisor will advise the student on a program of study, direct research, and supervise the thesis or practicum work.~~

When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One (1) advisor must be identified as the primary advisor; however, both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.

4.5.3 Student's Advisor/Co-advisor

A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit.

The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If a student does not have an advisor/co-advisor, then the interim advisor will be required to complete the Advisor Student Guidelines. The advisor/co-advisor and the student are required to sign-approve the agreement. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the department/unit Head, Graduate Chair, ~~Head of the department/unit~~ or the Dean of the Faculty of Graduate Studies. The Advisor Student Guidelines is to be completed again if there is a change in advisor/co-advisor or —when a co-advisor is added mid-way through the student's program.

Should, during the student's program, the relationship between the student and advisor/co-advisor significantly deteriorate, the matter should be referred to the department/unit Head, Graduate Chair, ~~the Head of the department/unit~~, or the Dean of the Faculty of Graduate Studies. It is the responsibility of the unit offering the program in which the student is studying to arrange an alternate advisor if this is appropriate and necessary.

All students should consult department/unit supplemental regulations for specific details regarding advisor/co-advisor requirements.

4.5.2 Co-advisor

In special circumstances, upon approval of the Head of the department/unit, an advisor and a maximum of one (1) co-advisor may advise a student. The co-advisor must:

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

*(http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)

**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 co-advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not equivalent to a Master's or Ph.D.

The co-advisor will usually may be identified either:

A) at the beginning of, a student's program or in situations where:

~~the student desires to draw equally upon the expertise of two (2) individuals, or the project is interdisciplinary in nature and requires the expertise of two (2) advisors from their respective disciplines~~

~~or~~

~~B) mid-way through, a student's program, due to:
the student's project develops in such a way that he/she requires an additional advisor from a different discipline; or
the department/unit introduction of a new Faculty member, to the standards of the department/unit, whose expertise facilitates the student's project.~~

~~New Advisor Student Guidelines (ASG) will need to must be completed by the student, advisor and co-advisor when a co-advisor is added mid-way through the student's program.~~

~~When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One (1) advisor must be identified as the primary advisor; however, both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.~~

~~A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit.~~

~~In all instances the Faculty of Graduate Studies must be informed of, and approve, the co-advisor arrangement/assignment.~~

4.6 Advisory Committee

4.6.1 Thesis/Practicum Route

Advisory committees are selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during his/her research program. The advisory committee must consist of a minimum of three (3) members (including the advisor/co-advisor), at least two (2) of whom must be members of the Faculty of Graduate Studies (http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html), ~~one (1) of whom must hold a primary appointment within the department/unit and one (1) of whom must hold no appointment within the department/unit.~~ All examiners must be deemed qualified by the department/unit Head and be willing to serve. It is expected, under normal circumstances, that Advisory Committee members will possess at least have a Master's degree or equivalent. Advisory committees may include one (1) non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. A student who also holds an appointment at ~~The~~ the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the

same department/unit. Graduate students, [Post-Doctoral fellows, and Research Assistants or Associates](#) may not serve on graduate student advisory committees.

The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee. [Disclosure is required if two or more committee members are in a personal relationship.](#)

Additional specifications, if any, regarding the advisory committee are found in the department/unit supplemental regulations and students should consult these regulations for specific requirements.

4.6.2 Course-based or Comprehensive Examination Route

Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the department/unit's supplemental regulations and students should consult these regulations for specific requirements.

4.6.3 Accredited professional programs

Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the department/unit's supplemental regulations and students should consult these regulations for specific requirements.

4.7 Courses and Performance

4.7.1 Course or Program Changes

Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and department/unit Head. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.

4.7.2 Lapse of Credit of Courses

Courses completed more than seven (7) years prior to the date of awarding of a degree may not normally be used for credit toward that degree. A Department or Unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case-by-case basis, must be accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content.

Courses completed more than ten (10) years prior to the date of awarding of a degree can not be used for credit toward that degree.

In the event that course-work is no longer considered current, students must take additional course-work (as recommended by the Department/Unit Head, or designate, and as approved by the Dean of the Faculty of Graduate Studies) to meet the minimum credit hour requirements for their program.

4.7.3 Academic Performance

Student progress shall be reported *at least* annually (but no more than once every four (4) months) to the Faculty of Graduate 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 and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two (2) consecutive “in need of improvement” ratings or one (1) “unsatisfactory” rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.

4.7.4 Performance in Coursework

A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Departments/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 department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

4.7.5 Performance not related to Coursework

In some departments/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 department/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 department/unit Head to the Dean of the Faculty of Graduate Studies.

4.8 Requirements for Graduation

All students must:

- maintain a minimum degree grade point average of 3.0 with no grade below C+;
- meet the minimum and not exceed the maximum course requirements; and
- meet the minimum and not exceed the maximum time requirements.

Individual department/units may have additional specific requirements for graduation and students should consult department/unit supplemental regulations for these specific requirements.

4.8.1 Thesis/Practicum Route

4.8.1.1 Thesis vs. Practicum

Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum. The thesis or practicum must will normally be written in English unless the student is from studying in a program at the Université de Saint-Boniface, or departmental/unit supplemental regulations allow a different additional languages to be used.

A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual department/units have specific requirements for graduation and students should consult department/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.

The thesis is developed under the mentorship of the advisor/co-advisor. Individual department/units may have specific guidelines regarding the thesis proposal and its acceptance by the student's advisory committee and department/unit Head; students should consult department/unit supplemental regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research.

4.8.1.2 Examining Committee

The advisor/co-advisor will recommend an examining committee to the department/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 at least two (2) weeks prior to the distribution of the thesis.

Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the department/unit's supplemental regulations. The examining committee must consist of a minimum of three (3) members (including the advisor/co-advisor), at least two (2) of whom must be members of the Faculty of Graduate Studies, ~~one of whom must hold an appointment from within the department/unit, and one (1) of~~

~~whom must hold no appointment within the department/unit.~~ All examiners must be deemed qualified by the department/unit Head and be willing to serve. It is expected that, under normal circumstances, Examination Committee members will have a Master's degree or equivalent. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual department/units establish specific requirements for examination and students should consult department/unit supplemental regulations for specific requirements.

The Head of the department/unit arranges for the distribution of the thesis/practicum to the examiners. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories:

- Acceptable, without modification or with minor revision(s); or
- Acceptable, subject to modification and/or revision(s); or
- Not acceptable.

If two or more examiners do not approve the thesis, then the student is deemed to have failed the distribution.

Note that in the case of an advisor and co-advisor, both together have a single vote on the examining committee.

4.8.1.3 Oral Examination

For department/units requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary regulations of the department/unit. Students should consult these 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 department/unit's responsibility to advise the student of any risk involved should he/she decide to proceed against the department/unit's recommendation.

All members of the examining committee are required to be present at the examination. Under exceptional circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one (1) member may participate electronically. Under no circumstances can the student or the Advisor/Co-advisor participate electronically. No recording devices will be permitted.

The oral examination must be held at either the University of Manitoba Fort Garry or Bannatyne campus, or the St. Boniface Research Centre during normal business hours.

The oral examination shall be open to all members of The University of Manitoba community except in exceptional cases. The oral examination may be closed, for example, when the results of the thesis/practicum research must be kept confidential for a period of time. In such cases, the examining committee and department/unit Head shall recommend such action to the Dean of the

Faculty of Graduate Studies who shall then decide whether to grant that the final examination be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies.

The oral examination will normally be held in English unless the student is studying in a program at the Université de Saint-Boniface, or departmental/unit supplemental regulations allow a different language to be used.

Following completion of the examination of the thesis/practicum, examiners will consider the oral examination and the written thesis/practicum.

The examiners will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the thesis/practicum to the Faculty of Graduate Studies. The advisor/co-advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee.

The judgment 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 (2) or more examiners do not approve the thesis, then the student is deemed to have failed the defence.

~~The examining committee may recommend to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.~~

4.8.1.4 Failure

In the case of a failure of the thesis/practicum at the Master’s level, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student and advisor/co-advisor.

A student will be required to withdraw when the thesis/practicum has been rejected twice at the stage where:

- The examining committee reports on the merits of the written thesis;
- The defence; or
- A combination of both stages.

The examining process should be completed within one (1) month of distribution of the thesis/practicum [to the examining committee](#).

4.8.2 Course-based or Comprehensive Examination Route

Students must demonstrate their mastery of their field. The specific procedures for evaluation of this mastery are stated in individual department/unit supplemental regulations. Students should consult the department/unit supplemental regulations for specific requirements.

In those department/units where comprehensive examinations are required, students should consult the department/unit's supplemental regulations for specific requirements. The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the "Report on Comprehensive Examination" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) in the terms "pass" or "fail." No student may sit comprehensive examinations more than twice. Any student who receives a "fail" on the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.

4.9 Style and Format

The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (see [Appendix 1](#)).

4.10 Deadlines for Graduation

The final requirements of the degree, in the form of the final report on the thesis/practicum (and the corrected copy of the thesis/practicum [and Copyright License Declaration](#)); comprehensive examination; M. Eng. project; or Design thesis, must be submitted to the Faculty of Graduate Studies by the appropriate deadline. For those programs that do not have a culminating exercise (thesis/practicum/comprehensive examination/M.Eng. project/Design thesis) the department/unit must forward [a list of](#) potential graduate names to the Faculty of Graduate Studies by the deadline. The deadline for each of the graduation dates is published on the Faculty of Graduate Studies website at umanitoba.ca/faculties/graduate_studies/deadlines/index.html.

4.11 Details for Submission of the Final Copy

Following the approval of the thesis/practicum by the examining committee and the completion of any revisions required by that committee, the thesis/practicum, must be submitted to the Faculty of Graduate Studies as follows:

- One digital version submitted as an e-thesis/practicum at the MSpace website (<http://mspace.lib.umanitoba.ca/xmlui/login>);
- Thesis/Practicum final report;
- Copyright License Declaration form ([located within MSpace](#)).

4.12 Publication and Circulation of Thesis/Practicum

Every graduate student registering in a thesis/practicum Master's program at The University of Manitoba shall be advised that, as a condition of being awarded the degree, he/she will be required to grant a license of partial copyright to the University and to the Library and Archives Canada for any thesis or practicum submitted as part of their degree program.

Note: This license makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.

The thesis release form, including the copyright declaration/infringement form, must be completed on MSpace. This and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully understood and appreciated.

Publication in the above manner does not preclude further publication of the thesis or practicum report or any part of it in a journal or in a book. In such cases, an acknowledgement that the work was originally part of a thesis/practicum at The University of Manitoba should be included.

Notes:

Patents –Refer to section 6 “[Policy of Withholding Theses Pending Patent Applications](#)” in this Guide.

Restriction of Thesis/Practicum for Publication – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one (1) year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

Library and Archives Canada – Library and Archives Canada obtains a copy of the thesis via the University’s MSpace repository.

SECTION 5: Doctor of Philosophy General Regulations

SECTION 5: Doctor of Philosophy General Regulations

The degree of Doctor of Philosophy (Ph.D.) is granted only upon evidence of general proficiency and of distinctive attainment in a special field. In particular, the candidate must demonstrate an ability for independent investigation, original research or creative scholarship. This is expected to be presented in a thesis with a degree of literary skill and by an oral examination wherein the candidate exhibits mastery of their field. The Ph.D. is a research degree and is not conferred by The University of Manitoba solely as a result of coursework study.

Although general regulations apply to all students, individual department/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 department/unit supplemental regulations for specific details regarding admission, program requirements, progression, and completion.

5.1 Admission

5.1.1 General criteria

Normally, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two (2) previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program.

Note: This is the minimum requirement of the Faculty of Graduate Studies and department/units may have higher standards and additional criteria. However, the criteria for admissions into the Ph.D. program are more stringent than for Master's programs; therefore, the completion of a Master's program does not guarantee admission into the Ph.D. program. Some department/units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.

5.1.2 Direct Admission from the Bachelor's Honours or equivalent

With special recommendation of the department/unit concerned, applicants with an honours Bachelor's degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study).

Note: This is the minimum requirement of the Faculty of Graduate Studies and department/units may have higher standards and additional criteria. Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual department/unit's approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for three (3) years. [A minimum of 18 credit hours at the 7000 level or higher is required. Any further coursework beyond the minimum 18 credit hours at the 7000 level must be at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.](#)

5.1.3 Transfer from the Master's to the Ph.D. program

Students who have not completed a Master's program may transfer to the Ph.D. program within the same department/unit upon the recommendation by the Head of the department/unit to the Faculty of Graduate Studies. The recommendation should be made within [sixteen \(16\) months](#) or four (4) terms (including Summer term) from the start of the Master's program. The coursework completed and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual department/unit's approved supplemental regulations specify otherwise. [A minimum of 18 credit hours at the 7000 level or higher is required. Any further coursework beyond the minimum 18 credit hours at the 7000 level must be at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.](#)

The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one (1) month prior to the term for which the student intends to commence the Ph.D. program. The following are required when making the request:

- must indicate a request for transfer on the online Application for Admission;
- If the transfer is made within one (1) year, no additional application fee ~~must be paid~~ will be required;
- ~~In the case where the student does not hold a Master's degree, a letter of recommendation from the Head of the department/unit is also required.~~

If the transfer occurs within 12 months of the initial registration in the Master's program, the student will be assessed Ph.D. fees for three (3) years. If the transfer occurs after 12 months, the student will be assessed Ph.D. program fees for two (2) years (as they will have already paid fees for the Master's program). Students are cautioned that such transfers may impact on The University of Manitoba Graduate Fellowship duration.

Where a student with a Master's degree or equivalent is initially admitted and registered in a Master's program, that student may be transferred to the Ph.D. program within the same department/unit on the recommendation of the student's advisor/co-advisor and Head of the department/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 two (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 three (3) year Ph.D. Where a student holds a Master's degree that would be sufficient for admission to the Ph.D. program, students must complete at least 12 credit hours of coursework, unless the individual department/unit's approved supplemental regulations specify otherwise.

5.1.4 Provisional Admission to the Ph.D.

Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the department/unit and the Faculty of Graduate Studies to complete dual registration on the "Concurrent Curriculum Permission" form (<http://intranet.umanitoba.ca/student/records/2323.html>) in the Master's and Ph.D. program simultaneously.

~~5.1.5 English Language Proficiency~~

~~See [section 1.1.7](#).~~

~~Some department/units specify an additional language requirement for the Ph.D. degree. Students should check department/unit supplemental regulations regarding this requirement.~~

5.1.56 Students with Disabilities

See Accommodation Policy for Students with Disabilities:

http://umanitoba.ca/admin/governance/governing_documents/students/281.html

5.2 Student's Advisor, Co-advisor and Advisory Committee

5.2.1 Student's Advisor

Every Ph.D. student must have an advisor, appointed by the Head of the department/unit. The advisor is responsible for supervising the student's graduate program. The advisor is the student's first point of contact at the University of Manitoba, and therefore should be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/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 department/unit, the Faculty of Graduate Studies, the university, and external funding agencies. The advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the department/unit and the Faculty of Graduate Studies.

The advisor must:

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

*(http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)

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

Usually the student and the advisor choose to work together by mutual agreement. In department/units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the department/unit or 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 (18) months after entry in to the program before a permanent advisor is chosen.

~~A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit.~~

~~The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If a student does not have an advisor/co-advisor the interim advisor will be required to complete the Advisor Student Guidelines. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the department/unit Graduate Chair, the Head of the department/unit, or the Dean of the Faculty of Graduate Studies. The Advisor Student Guidelines is to be completed again if there is a change in advisor/co-advisor.~~

~~Should, during the student's program, the relationship between the student and advisor significantly deteriorate, the matter should be referred sequentially to the department/unit Graduate Chair, the Head of the department/unit, then to the Dean of the Faculty of Graduate Studies. It is the responsibility of the unit offering the program in which the student is studying to arrange an alternate advisor if this is appropriate and necessary.~~

5.2.2 Student's Co-advisor

In special circumstances, upon approval of the Head of the department/unit, an advisor and a maximum of one (1) co-advisor may advise a student. The co-advisor must: ~~meet all of the same qualifications and expectations as the advisor.~~

- ~~• 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;~~

~~*(http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)~~

~~**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 co-advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not equivalent to a Ph.D.~~

~~The co-advisor may be identified either at the beginning of, or mid-way through, a student's program. In all instances, the Faculty of Graduate Studies must be informed of, and approve, the co-advisor arrangementassignment.~~

~~The co-advisor will usually be identified either:~~

~~A) at the beginning of a student's program in situations where:~~

- ~~1. the student desires to draw equally upon the expertise of two (2) individuals, or~~
- ~~2. the project is interdisciplinary in nature and requires the expertise of two (2) advisors from their respective disciplines~~

~~or~~

~~B) mid-way through a student's program due to:~~

- ~~1. the student's project develops in such a way that he/she requires an additional advisor from a different discipline; or~~
- ~~2. the department/unit introduction of a new Faculty member, to the standards of the department/unit, whose expertise facilitates the student's project.~~

~~The Advisor Student Guidelines is to be completed again if there is a change in advisor/co-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 (1) advisor must be identified as the primary advisor; however, both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.

~~A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit.~~

5.2.3 Student's Advisor/Co-advisor

~~A student who also holds an appointment at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit.~~

~~The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If a student does not have an advisor/co-advisor the interim advisor will be required to complete the Advisor Student Guidelines. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the department/unit Graduate Chair, the Head of the department/unit, or the Dean of the Faculty of Graduate Studies. The Advisor Student Guidelines is to be completed again if there is a change in advisor/co-advisor or when a co-advisor is added mid-way through the student's program.~~

Should, during the student's program, the relationship between the student and advisor significantly deteriorate, the matter should be referred sequentially to the department/unit Graduate Chair, the Head of the department/unit, then to the Dean of the Faculty of Graduate Studies. It is the responsibility of the unit offering the program in which the student is studying to arrange an alternate advisor if this is appropriate and necessary.

All students should consult department/unit supplemental regulations for specific details regarding advisor/co-advisor requirements. ~~In all instances the Faculty of Graduate Studies must be informed of, and approve, the co-assignment.~~

5.2.43 Advisory Committee

The Head of the department/unit is responsible for the establishment of an advisory committee for each Ph.D. student. Advisory committees are selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during his/her program. The advisory committee must consist of a minimum of three (3) members all of whom must be members of the Faculty of Graduate Studies (http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html) ~~one (1) of whom must hold a primary appointment from within the department/unit and one of whom must hold no appointment within the department/unit.~~ Advisory committees may, in addition, include one (1) non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.

It is expected that Advisory Committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Graduate students, Post-Doctoral Fellowss, and Research Assistants or Associates may not serve on graduate student advisory committees. A student who also holds an appointment at ~~The the~~ University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies on the "Program of Study and Appointment of Advisory Committee" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Disclosure is required if two or more committee members are in a personal relationship. The advisor/co-advisor is the Chair of the advisory committee. Advisory committee meetings must be held at least annually, and are not intended to take the place of meetings between the student and advisor/co-advisor which should occur with much greater frequency than the advisory committee meetings.

5.3 Program of Study

As soon as possible, but no later than 24 months after a student has commenced their program, the student's program of study should be registered with the Faculty of Graduate Studies on the "Program of Study and Appointment of Advisory Committee" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) and should include:

- information about the minimum or expected time for completion of the degree;
- coursework to be taken along with course classification (“S”, “X”, “A” or “O”);
- any foreign language requirement;
- the research area in which the thesis will be written.

The approval of the student’s advisor/co-advisor and the Head of the department/unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student’s advisor/co-advisor, the advisory committee, and the Head of the department/unit. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.

5.4 Program Requirements

All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved department/unit supplemental regulations:

- Where admission to the Ph.D. is directly from a Master’s degree, a minimum of 12 credit hours at the 7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000 level must be at the 3000 level or above. For those students who hold a Master’s degree, a maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.*
- Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a minimum of 24 credit hours plus a thesis is required. The coursework must include a minimum of 18 credit hours at the 7000 level or higher with the balance of the coursework at the 3000 level or higher. For those students who do not hold a Master’s degree, a maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.*

*Unless professional accreditation requirements and/or the department/unit's supplemental regulations indicate otherwise.

5.4.1 Language Requirements

Some department/units specify a language requirement for the Ph.D. degree. Students are advised to check department/unit supplemental regulations regarding this requirement.

5.4.2 Advance Credit

Advance credit for courses completed prior to admission to a Ph.D. program will be considered on an individual case-by-case basis. The student’s department/unit makes the request to the Faculty of Graduate Studies by completing the “-Advance Credit -Transfer of Courses” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

- —Application for advance credit must be made within the first year of the program ([see section 5.4.4 Lapse of Credit of Courses](#))

- ~~(see Lapse of Credit of Courses in this section for course currency).~~
- No more than ~~50% half~~ of the required coursework for the program can be achieved using~~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~~the University of Manitoba for at least two consecutive terms and must also complete the thesis and candidacy examination at ~~t~~The University of Manitoba. Regardless of the extent of advanced credit received, all students are required to pay applicable program fees.

5.4.3 Transfer Credit

Courses within a program of study may be taken elsewhere and transferred for credit at ~~t~~The University of Manitoba. All such courses:

- must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree;
- may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; (http://umanitoba.ca/student/records/leave_return/710.html) an original transcript, and course equivalency must be provided.

5.4.4 Lapse of Credit of Courses

Courses completed more than seven (7) years prior to the date of awarding of a degree may not normally be used for credit toward that degree.

The department/unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case-by-case basis, must be accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content.

Courses completed more than ten (10) years prior to the date of awarding of a degree cannot be used for credit toward that degree.

In the event that course-work is no longer considered current, students must take additional course-work (as recommended by the department/unit Head, or designate, and as approved by the Dean of the Faculty of Graduate Studies) to meet the minimum credit hour requirements for their program.

5.5 Time Limits

5.5.1 Minimum Time Limit

The minimum time requirement for the program of study for a Ph.D. degree will normally be two (2) years of study beyond the level of the Master's degree, or three (3) years beyond the level of a Bachelor's degree. The student may be permitted to spend one (1) of these years in an approved program of research or study elsewhere. Such permission must be approved by the Dean of the Faculty of Graduate Studies on the recommendation of the student's advisory committee.

5.5.2 Maximum Time Limit

A student's candidature shall lapse if he/she fails to complete the degree within six (6) years following initial registration in the Ph.D. program. For those students who transfer from the Master's to the Ph.D., years spent in the Master's program are counted as years in the Ph.D. program.

Ph.D. students who are declared as part-time will receive an additional four (4) months in time to complete their program for every two (2) years (24 months) they are declared as part time (see [section 1.4.1](#)) to a maximum of seven (7) years. Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted using the "Time Extension Request" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) to the Dean of the Faculty of Graduate Studies **at least three (3), but no more than four (4),** months prior to expiration of the respective maximum time limit.

A student who has not completed the degree requirements within the time limit or within the time limit of any extension that has been granted (see also sections "Extension of Time to Complete Program of Study" and "Leave of Absence") will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".

5.6 Academic Performance

Student progress shall be reported **at least** annually (but no more than once every four [\(4\)](#) months) 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 and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two (2) consecutive "in need of improvement" or an "unsatisfactory" rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.

5.6.1 Performance in Coursework

A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Departments/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 department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

5.6.2 Performance Not Related to Coursework

Students may be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, unsatisfactory attendance and lack of progress in research and/or thesis preparation. Unacceptable performance must be reported to the Faculty of Graduate Studies on the “Progress Report” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the department/unit Head to the Dean of the Faculty of Graduate Studies.

5.7 Academic Requirement for Graduation

A cumulative degree grade point average of 3.0 or greater is required in those courses that constitute the program of study for graduation in the Faculty of Graduate Studies.

5.8 Candidacy Examination

The candidacy examination is an absolute requirement of the Faculty of Graduate Studies and, as such, cannot be waived under any circumstances. However, the format and content of the candidacy exam varies from unit to unit. The purpose of the candidacy exam in doctoral programs is to determine the student's competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analyzing, synthesizing, and communicating ideas about that material in depth.

At the time specified by the advisory committee, —normally within the first year after the completion of the Ph.D. program coursework but in no case later than one year prior to expected graduation—, the student must successfully complete the formal candidacy examination.

The examination is conducted according to a procedure established by the department/unit and approved by the Programs and Guidelines Committee of the Faculty of Graduate Studies. Please see the department/unit supplemental regulations for the format and composition of the examination committee for the candidacy examination. The candidacy examination must be held at The University of Manitoba.

This examination, which must be independent from the thesis proposal, may be oral, written, or both and may cover subjects relevant to the general area of the candidate's research. The structure of the exam must be made known to the students well in advance of the exam. In the case where there is a required oral component, the student must be physically present.

A “pass” decision of the examiners must be unanimous. Students must be provided with feedback on their performance and access to the reasons for the pass/fail.

The Dean of the Faculty of Graduate Studies must be informed whether the candidate has “passed” or “failed” the candidacy examination on the “Report on Ph.D. Candidacy Examination” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

Any student who fails the candidacy examination twice will be required to withdraw from the Faculty of Graduate Studies.

On successful completion of this examination, the student will be considered a candidate for the Ph.D. degree.

5.9 Thesis Proposal

Some departments/units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific department/unit supplemental regulations. If departments/units require thesis proposal approval, this exercise must be independent from the candidacy examination. Regardless, the proposed thesis research must be approved by the advisory committee and, if necessary, by the Human Research Ethics Board or Animal Care Committee before the work has begun on the thesis research or project.

5.10 Thesis

An essential feature of Ph.D. study is the candidate’s demonstration of competence to complete a research project and present the findings. The thesis must constitute a distinct contribution to knowledge in the major field of study, and the research must be of sufficient merit to be, in the judgement of the examiners, acceptable for publication. [The thesis must be written in English.](#)

The thesis must be written according to a standard style acknowledged within the candidate’s particular field of study and recommended by the department/unit, be lucid and well-written, and be reasonably free from errors of style and grammar (including typographical errors).

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

5.11 Thesis Examination Procedures

The final examination for the Ph.D. degree proceeds in two (2) stages:

1. Examination of the candidate’s thesis by an internal and external examiner;
2. Oral examination of the candidate by all examiners on the subject of the thesis and any matters relating thereto.

5.11.1 Formation of the Examining Committee ~~I~~ - University of Manitoba (Internal) Examiners

The candidate's advisor (and, if appropriate, co-advisor) is considered to be a voting member of the examining committee. All voting members of the advisory committee are expected to serve on the examining committee; any exceptions must be approved in advance by the Dean of the Faculty of Graduate Studies. ~~One (1) member must hold an appointment within the department/unit and one (1) member must hold no appointment within the department/unit.~~ All ~~internal~~ examiners must be members of the Faculty of Graduate Studies (http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html). It is expected that Examining Committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Note that in the case of an advisor and co-advisor, both together have a single vote on the examining committee. All members of the internal examining committee are required to be physically present at the oral defence.

5.11.2 Formation of the Examining Committee ~~H~~ - External Examiner

The candidate's advisor/co-advisor, in consultation with the advisory committee, will recommend the names of three (3) distinguished scholars from outside The University of Manitoba with particular experience in the field of the thesis research and significant Ph.D. student advisory/examination experience to serve as the external examiner to the Dean of the Faculty of Graduate Studies for approval via the Thesis Submission Portal on JUMP. The recommendations should, if possible, include a brief CV of each of the prospective external examiners and a short statement detailing the rationale behind the recommendations, the prospective external examiners' qualifications, including a current list of his/her scholarly publications and research activities and, importantly, their experience with graduate student education. No contact should be made with any of the prospective external examiners. If any of the recommended examiners does not meet the following criteria, specified below, a detailed explanation should be included with the rationale for the recommendation.

The external examiner must:

- hold a Ph.D. or equivalent;
- hold the rank of Associate Professor, Full Professor, Senior Scholar or Emeritus Professor (or the equivalent if outside North America) at a university, or have comparable expertise and standing if not a faculty member at a university;
- have an established reputation in the area of the thesis research and be able to judge whether the thesis would be acceptable at an institution comparable to The University of Manitoba; and
- have a demonstrated record of supervising a significant number of Ph.D. students to completion, and significant recent experience with the supervision and/or examination of Ph.D. students.

The external examiner must not:

- have acted as an external examiner for a student of the same Ph.D. advisor within the previous two (2) years;
- have been associated with the candidate at any time or in any significant way in the past five (5) years, present or reasonably foreseeable future (advisor/co-advisor, colleague, teacher, co-author of published material, family member *etc.*); or
- be associated with the candidate's advisor/co-advisor in any of the following ways:
 - former student;
 - research advisor/co-advisor;
 - research collaborator within the last five (5) years;
 - co-author of published material within the last five (5) years;
 - ~~have had a significant academic disagreement with the candidate, the advisor/co-advisor or any member of the advisory committee.~~

The Dean of the Faculty of Graduate Studies will choose the external examiner from the list provided by the candidate's advisor/co-advisor and will make the formal invitation to the external examiner. The Dean of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until their report has been submitted.

5.11.3 Changes in the Examining Committee

The Dean of the Faculty of Graduate Studies must approve changes in the membership of the examining committee. No changes shall be made in the examining committee after the thesis is submitted to the Faculty of Graduate Studies. Should the thesis not be submitted for examination within 12 months after the appointment of the examining committee, the committee appointment will lapse and the process shall revert to 5.11.1 above.

5.11.4 Distribution of the Thesis for Examination

Ph.D. candidates must submit their thesis for distribution electronically through JUMP. Consult this link for pertinent instructions:

http://umanitoba.ca/faculties/graduate_studies/media/Thesis_Distribution_Portal.pdf. It is the responsibility of the Faculty of Graduate Studies to distribute the electronic version of the thesis to all examiners. The Faculty of Graduate Studies shall attempt to ensure that the thesis is distributed to examiners as soon as possible after the submission of all required documentation. The Faculty of Graduate Studies website (umanitoba.ca/faculties/graduate_studies/deadlines/index.html) should be consulted regarding dates by which theses must be submitted.

Once the thesis has been submitted to the Faculty of Graduate Studies, neither the candidate nor the advisor/co-advisor shall have any communication with the examining committee regarding the thesis. However, should the need arise, the ~~external~~ examiners may contact the Dean of the Faculty of Graduate Studies to discuss any issues related to the thesis.

5.11.5 Responsibilities of the Examiners

In general, the examiners are responsible for:

- ensuring that the thesis and the candidate meet recognized scholarly standards for a Ph.D.;
- appraising the underlying assumptions, methodology, findings, and scholarly significance of the findings of the thesis;
- ensuring that the thesis is organized, presents data and uses accepted conventions for addressing the scholarly literature in an acceptable manner;
- evaluating that the candidate has the ability to present their findings orally and demonstrate their scholarship by responding to questions and defending the thesis.

Notes:

1. Any potential breach of academic integrity should be reported to the Dean of the Faculty of Graduate Studies for investigation by the Vice President (Research and International).
2. Submission of previously published, peer-reviewed material in the thesis does not preclude its critical examination, either as a written document being reviewed by examiners or at the thesis defence.

5.11.6 Process

Examination of the Written Thesis

Support of the candidate's advisor/co-advisors, advisory committee, and department/unit is required before the thesis is eligible for examination. Such support must be provided to the Faculty of Graduate Studies through submission by the Department/Unit Head of a completed "Approval to Proceed to Examination" form. The thesis will be eligible for distribution to ~~Internal and External~~ examiners only once this form is received, approved and an external examiner is secured by Faculty of Graduate Studies.

The Dean of the Faculty of Graduate Studies will request the ~~Internal and External~~ examiners to give, within three (3) weeks of the distribution of the thesis, a detailed written report of the thesis.

The ~~Internal and External~~ examiners will be asked to place the thesis 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 oral examination.
2. The thesis has merit and makes a contribution to the candidate's field; however, there are research-related concerns that have the potential to be addressed in the oral defence. The structure and writing style are acceptable or require only minor revisions. The thesis may proceed to oral examination.

3. The thesis has some merit, but is not acceptable in its current state and requires major revisions to one or more of its core components, such as research content, structure or writing style. The thesis should not proceed to oral examination.

4. The thesis is unacceptable with respect to its core components, such as research content, structure, and writing style. The thesis should not proceed to oral examination.

The candidate's advisor (and, if appropriate, co-advisor) may also wish to submit a report.

If none or one (the dissenting voice) of the Internal examiners fails the thesis (i.e. places it in categories 3 or 4 above), then the thesis may still proceed to oral defence if a passing grade is received from the External examiner. If two or more members of the Internal examining committee fail the thesis (i.e. places the thesis in categories 3 or 4 above), then the thesis fails.

If the External examiner passes the thesis (i.e., places the thesis in category 1 or 2 above), then the student can proceed to oral examination so long as not more than 1 of the Internal examiners fails the thesis (i.e., places the thesis in category 3 or 4 above). If the External examiner fails the thesis (i.e., places the thesis in category 3 or 4 above), then the candidate fails the examination.

~~If more than one Internal examiner fails the thesis (i.e., places the thesis in category 3 or 4 above), then the candidate fails the examination.~~

~~If the External examiner fails the thesis (i.e., places the thesis in category 3 or 4 above), then the candidate fails the examination.~~

The awarding of a passing grade by an Internal or External examiner does not preclude them from awarding-assigning a failing grade at a subsequent stage in the examination process.

In the event of a first failure, the candidate may, on support of their home department/unit, be allowed to have the thesis evaluated a second time. In this case, the Department/Unit Head shall convene a meeting of the Internal members-examiners of the examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard. In normal circumstances, this will involve additional scholarly work that the Department/Unit Head will describe, in writing, to the advisor/co- advisor, the candidate, and the Dean of the Faculty of Graduate Studies.

Support of the candidate's advisor/co-advisors, advisory-examining committee, and department/unit is required before the thesis is eligible for re-examination. Such support must be provided to the Faculty of Graduate Studies through submission by the Department/Unit head of a new completed "Approval to Proceed to Examination" form, accompanied by a detailed summary of the changes made to improve the thesis, ~~if any~~. The thesis will be eligible for second distribution ~~to Internal and External examiners~~ only once this is received by Faculty of Graduate Studies.

Two failures at any combination of written review and/or oral examination stage will normally result in the Candidate-candidate being ~~required to~~ withdrawn from the Faculty of Graduate Studies.

Reports

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 department/unit. In the event of a failure, a hard copy will be sent to each of the advisor/co-advisor, examiners, and Head of the department/unit instead of an electronic copy.

5.12 ~~The~~ Oral Examination

5.12.1 Scheduling

Departments/units cannot proceed with scheduling the oral examination prior to receiving the approved Internal and External examiners report from the Faculty of Graduate Studies. The examination must be held at The University of Manitoba normally during regular business hours. 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 at least two (2) weeks in advance of the date of the oral examination.

5.12.1 2 Attendance

The Dean of the Faculty of Graduate Studies or designate shall act as Chair of the examination committee.

The attendance of the external examiner in person at the candidate's oral examination is encouraged. If the external examiner will not be present in person, then his/her participation electronically is expected. If the external examiner cannot participate electronically, he/she will be asked to provide questions in advance. These questions will be read to the candidate at the defence by the Chair.

All internal members of the examining committee are required to be present at the defence, unless exceptional circumstances prevent this. Under such circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one (1) internal member may participate ~~electronically~~ electronically. Consequently, no more than one (1) Internal member and the External examiner may participate electronically.

The candidate must be present in person for the examination. Under no circumstances can the candidate participate electronically or by telephone.

Normally, the oral examination shall be open to all members of The University of Manitoba community and the general public. In exceptional cases the final oral examination may be closed; for example, when the results of the thesis research must be kept confidential for a period of time. In such cases, the examination committee and Head of the unit shall request prior approval in writing from the Dean of the Faculty of Graduate Studies. If approved, the final oral examination shall be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies or designate.

Regardless of open or closed status, no recording devices will be permitted.

5.12.2-3 Format of the Examination

The first part of the oral examination shall consist of an oral presentation by the candidate. This is followed by examination of the candidate by the examination committee. If time permits the Chair, at their discretion, may allow questions from members of the audience.

5.12.3-4 Procedures for the Conduct of the Examination

The Chair should discuss the examination procedures with the examiners ~~in-camera~~ prior to the beginning of the formal examination.

The Chair will introduce the candidate and request him/her to give a concise (20 to 25 minute) oral presentation of the thesis to include a summary of the problem addressed, the results obtained, and the conclusions drawn from the study.

Following the presentation, the Chair will invite questions from each member of the examining committee, taking care to ensure that each examiner has approximately equal time for questions. The total time for questions by the examining committee must not exceed two (2) hours.

The Chair may exercise his/her discretion in allowing questions from the audience following completion of the formal examination. Once assuming the role of Chair, he/she foregoes the right to comment on the merits of the thesis whether or not he/she is an expert in the field.

5.12.5 Decision of the Committee

Following completion of the formal examination, the candidate and audience must leave the examination room. The decision of the examining committee will be based both on the content of the thesis and on the candidate's ability to defend it. The performance of the candidate at the oral examination may reveal problems of comprehension or explanation, and the examining committee may require revisions be made to the written thesis to address these problems prior to granting final approval.

The judgement of the examiners shall be reported by the Chair to the Faculty of Graduate Studies in the qualitative terms “pass” or “fail” on the “Final Examination of the Ph.D. Thesis” form.

- Pass: the candidate has satisfactorily presented the thesis rationale, methodology, findings, and conclusions to the general satisfaction of the examining committee. Notwithstanding this, stylistic, grammatical, and content revisions to the thesis may be required. Normally, the advisor/co-advisor is charged with ensuring that any revisions are satisfactorily completed. Under some circumstances, the entire examining committee may wish to ensure any required revisions are completed satisfactorily. Regardless, those examiners in agreement must indicate, by their signatures, concurrence with the passing grade.
- Fail: the candidate has failed to adequately orally present the thesis rationale, methodology, findings, and/or conclusions, or to satisfactorily respond to questions posed related to the thesis. Failure may also arise because of defects in conception, methodology, or context. Those examiners in agreement must indicate, by his/her signature, concurrence with the failing grade.

If either the external examiner or two (2) or more internal examiners indicate a failure, then the candidate fails the examination. In this case, the Chair must submit a copy of the report, including written detailed reasons for the decision, to the candidate, all members of the examining committee, and the Dean of the Faculty of Graduate Studies.

In the case of a first failure of the oral defence, the candidate may, on support of their home department/unit, be allowed to have the thesis evaluated a second time. In this case, the Department/Unit Head shall convene a meeting of the Internal members of the examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard. In normal circumstances this will involve additional scholarly work which the Department/Unit Head will describe, in writing, to the advisor/co-advisor, the candidate, and the Dean of the Faculty of Graduate Studies.

Support of the candidate's advisor/co-advisor, advisory committee, and department/unit is required before the thesis is eligible for re-examination. Such support must be provided to the Faculty of Graduate Studies through submission by the Department/Unit Head of a new completed "Approval to Proceed to Examination" form, accompanied by a detailed summary of the changes made to improve the thesis, if any. The thesis will be eligible for second distribution to Internal and External examiners only once this is received by FGS.

Candidates whose thesis is failed twice at the written review and/or oral examination stage will normally be withdrawn from the Faculty of Graduate Studies.

5.13 Candidate Awards

~~The examination committee may recommend in writing to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award~~

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5.134 Graduation

The candidate will be recommended for the Ph.D. degree upon receipt by the Faculty of Graduate Studies of favourable reports by the thesis examining committee, a corrected copy of the electronic version of the thesis submitted to MSpace, [Copyright Declaration License and final approval and release forms](#), and providing all other degree requirements have been satisfied.

Patents –Refer to section 6 “[Policy of Withholding Theses Pending Patent Applications](#)” in this Guide.

Restriction of Theses for Publication – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one (1) year after the submission of the digital version of a thesis to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

Library and Archives Canada – Library and Archives Canada obtains a copy of the thesis via the University’s MSpace repository.

5.145 Student Withdrawal

A student will be required to withdraw when the Ph.D. thesis has been rejected twice at the stage where:

- a) The internal examining committee reports on the merits of the written thesis;
- b) The external examiner reports on the merits of the written thesis;
- c) The oral examination; or
- d) A combination of any of these stages.

SECTION 6: Policy of Withholding Thesis Pending a Patent Application Content or Manuscript Submission

SECTION 6: Policy of Withholding Thesis Pending Patent Applications Content or Manuscript Submission

In 1970, The University of Manitoba Board of Governors and Senate approved a policy on accepting research grants from outside agencies. This policy defined the right of agencies to defer release of information and thus ensure freedom of publications for research findings of University personnel. Occasionally, the University may also wish to restrict the release of a thesis pending patent application. For additional details, see The University of Manitoba governing document:

http://umanitoba.ca/admin/governance/governing_documents/community/235.html

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

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

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

The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor/co-advisor and the student, the Dean will retain the thesis for a period up to one (1) year.

Regulations Concerning Release of Thesis Pending Manuscript Submission

The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor and the student, the Dean will retain the thesis for a period up to one (1) year.

In exceptional cases, not covered by the regulation concerning patents, where adequate causes can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate studies restrict access for a period up to one (1) year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

SECTION 7: Extension of Time to Complete Program of Study

SECTION 7: Extension of Time to Complete Program of Study Content

All requests for extensions will normally be dealt with administratively and reported, in summary form, to the Executive Committee of Graduate Studies for information. The student must complete the "Time Extension Request" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) and submit it to their major department/unit for recommendation to the Faculty of Graduate Studies **at least three (3), but no more than four (4), months** prior to expiration of the respective maximum time limit. Requests for an extension are reviewed by the Faculty of Graduate Studies on a case by case basis.

Requests for extension must be accompanied by a realistic detailed timeline that has been agreed to by the student and advisor/co-advisor and endorsed by the department/unit Head. The extension time requested must closely reflect the time required to complete the program.

The normal time granted for extensions is four (4) to eight (8) months. More than one (1) extension period may be granted, however the total approved for all extensions will not normally exceed one (1) year.

SECTION 8: Leaves of Absence

For International Graduate Students:

To ~~seedetermine~~ how applying for a Leave of Absence may affect your immigration status with Immigration, Refugees and Citizenship Canada, please ~~seekconsult with guidance from an~~ International Student Advisor at the International Centre (<http://umanitoba.ca/international/>) ~~prior to completing your Leave of Absence application with your department/unit.~~

8.1 Regular Leave

A regular leave is intended to allow students to meet responsibilities/plans related to family, travel or employment and circumstances not covered by the parental or exceptional leaves. At the student's request, the Head of the department/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 (1) year. While on a regular leave of absence, a student is not expected to be actively engaged in their program of study or thesis research work. A student on a regular leave of absence is required to maintain continuous registration. A student on a regular leave of absence will not be assessed program fees, if any are owing, during the period of the leave; however, the appropriate continuing fee will be assessed.* Any program fees deferred as a result of a regular leave will be assessed when the student returns from leave. A regular leave of absence status does not extend time limits as outlined in Faculty of Graduate Studies regulations.

Note: At the time of approval of an application for leave, the procedures for the return of the student to the department/unit at the completion of the leave must be stipulated.

***Program Fees:** The continuing fee in effect at the time of the granting of the leave will be levied. However, if the student returns from leave in January, the normal tuition fee will be levied less the continuing fee ~~is~~ already paid.

8.2 Exceptional Leave

In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), at the request of the student the Head of the department/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 (1) year. Supplemental documentation should support the requested dates of the leave. Exceptional leaves must correspond with the start and end of (an) academic term(s). While on an exceptional leave of absence, a student is not permitted to be engaged in their program of study or thesis research work, and would not be required to maintain continuous registration or pay tuition fees. In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave is not intended to cover circumstances related to travel, employment or financial concerns.

Note: At the time of approval of an application for leave, the procedures for the return of the student to the department/unit at the completion of the leave must be stipulated.

8.2.1 Fees

Students are not expected to pay fees for the term in which they have been granted an exceptional leave. Upon return from the exceptional leave, students will be assessed fees as determined by the Registrar's Office.

8.3 Parental Leave

A graduate student who is expecting a child or who has primary responsibility for the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request for a parental leave should be made through the department/unit, to the Faculty of Graduate Studies for a period of time not to exceed one (1) year. Supplemental documentation should support the requested dates of the leave. Parental leaves must correspond with the start and end of (an) academic term(s). While on leave of absence for parental reasons, a student is not permitted to be engaged in their program of study or thesis research work. The leave period is not included in the time period allowed for completion of the degree.

Note: At the time of approval of an application for leave, the procedures for the return of the student to the department/unit at the completion of the leave must be stipulated.

8.3.1 Fees

Students are not expected to pay fees for the term(s) in which they have been granted a parental leave. Upon return from the parental leave students will be assessed fees as determined by the Registrar's Office.

All applications for Leaves of Absence must be submitted on the "Leave of Absence" form available at: http://umanitoba.ca/faculties/graduate_studies/forms/index.html.

8.4 Awards and Leave of Absence

Students granted an exceptional or a parental leave will retain the full value of a University of Manitoba Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such an award will be suspended at the onset of the leave and reinstated at the termination of the leave period (4 to 12 months) provided that the student returns to full time study at that time.

Note: Other awards will be paid according to the conditions established by the donor or granting agency.

8.5 Graduate Student Vacation Entitlement

Students are entitled to three (3) weeks of vacation over a twelve (12) month period.

SECTION 9: Appeals – Procedures and Guidelines

9.1 General

Students who disagree with a decision have access to appeal routes as laid out by various Faculty of Graduate Studies and University of Manitoba appeal procedures. Student appeals may be limited by the scope of the inquiry available at each level and category of appeal, as well as by the time limitations for submission of appeals.

A further limitation is that the Faculty of Graduate Studies rules and regulations, established to uphold the academic rigour of the University of Manitoba, are generally not subject to appeal unless an appeal route is otherwise stipulated. In situations where no appeal route is available, a student may make a written request to the Dean of the Faculty of Graduate Studies.

Students are referred to the appeals section of the University of Manitoba Governing Documents (http://umanitoba.ca/admin/governance/governing_documents/index.html) for further details.

For students registered in Joint Master's Programs (University of Manitoba and University of Winnipeg) there is a different process for handling academic and disciplinary appeals ~~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_Regulations2017.pdf ~~http://umanitoba.ca/faculties/graduate_studies/media/JMP_Regulations.pdf~~.

9.2 Definitions

- “Appellant” – the graduate student appealing a decision affecting the student’s own admission to, academic standing in, awards from or disciplinary action by a department/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 departments/units or the Faculty of Graduate Studies, or individuals designated to make such decisions;
- “Unit” – the department/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 department/unit and also to the supplementary regulations pertinent to a department/unit’s operation which have been approved by the Faculty of Graduate Studies;
- “Respondent” – a representative of the department/unit or the Faculty of Graduate Studies designated by the department/unit Head/Dean of the Faculty of Graduate Studies to represent the department/unit or Faculty of Graduate Studies.

9.3 Types of Appeal

There are several areas of appeal which are open to appellants:

- admission;
- academic;
- discipline;
- administration (e.g. ~~f~~Fee appeals).

In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Faculty of Graduate Studies Appeal Panel is appealable only to the Senate Committee on Appeals or the University Discipline Committee, as appropriate. In all cases an appellant shall have the option of being registered in, and undertaking the responsibilities of, their program, until such time as they have exhausted the university appeal process or the appellant decides not to appeal further, whichever comes first.

9.4 Admission Appeals

Please refer to University of Manitoba Governing Documents: Students: Policy: Admission Appeals Procedures and Guidelines

http://umanitoba.ca/admin/governance/governing_documents/students/admission_appeals.html
http://umanitoba.ca/admin/governance/governing_documents/students/280.html

9.5 Academic Appeals

9.5.1 Composition

Faculty members or students are disqualified from participating on an Appeals Panel if they:

- holds any academic appointment in the department/unit in which the appellant is registered;
- is/was a student in the department/unit in which the appellant is registered;
- was, as an individual, or as a member of a committee or board, responsible for making the decision being appealed.

Note: All members of an Appeal Panel shall participate in all of the deliberations essential for the determination of the matter in dispute. If, in the course of hearing an appeal, a member is not present at the commencement of the hearing or a member cannot continue, the Panel may elect to proceed in the absence of that member. If more than one (1) member is not present at the commencement or cannot continue, the Appeal Panel must adjourn.

9.5.2 Consideration

Appeal Panels will consider appeals:

- stemming from a decision of a department/unit on academic matters (e.g. failure in a course) only after they have been dealt with by the appropriate department/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 department/unit (e.g., qualifying examinations, candidacy examinations, thesis proposals, thesis examinations), only after they have been dealt with by the appropriate department/unit-level appeal process (if any), as outlined in its supplementary regulations;
- stemming from a decision of the Faculty of Graduate Studies.

In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals (see http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_policy.html).

9.5.3 Grounds for an Academic Appeal

The Appeal Panel shall only consider an appeal if there is some evidence that:

- the department/unit or the Faculty of Graduate Studies failed to follow the rules of natural justice;
- the department/unit or the Faculty of Graduate Studies failed to follow procedures;
- a department/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 department/unit regulation.

Note: It shall be the responsibility of the appellant to indicate clearly and specifically the grounds warranting consideration of the appeal.

9.5.4 Academic Appeal Deadlines

~~9.5.4.1 Appeal of Term Work:~~

~~Students are encouraged to discuss matters relating to grading of term work with their instructor in the first instance. Further appeals of grades on academic term work shall be directed, by the appellant, to the department/unit responsible for the course within ten (10) working days after the grades for term work have been communicated to students. Following receipt of the appropriate appeal form and evidence of payment of the refundable appeal fee, the department/unit shall consider the appeal and provide a decision within fifteen (15) working days.~~

9.5.4.12 Appeal of Faculty of Graduate Studies Decision:

An appeal of action taken by any department/unit, committee, administrator or faculty member within the Faculty of Graduate Studies must be submitted in writing by the appellant to the Dean

of the Faculty of Graduate Studies within fifteen (15) working days of the date from the date that the appellant was informed in writing of the action to be appealed.

9.5.4.23 Appeals to Senate:

As per ~~the~~ University of Manitoba Governing Documents: Students: Policy: Appeals Procedures ~~and Guidelines~~ (http://umanitoba.ca/admin/governance/media/Senate_Committee_on_Appeals_Procedures_-_2014_11_05_RF.pdf http://umanitoba.ca/admin/governance/media/Senate_Committee_on_Appeals_Policy_-_2016_02_03.pdf), appeals to the Senate Committee on Appeals shall be filed with the University Secretary within twenty (20) working days after the mailing of the notice of decision from which the appeal is made.

9.5.5 Academic Appeals Process

9.5.5.1 Documentation

Upon receipt of a formal appeal the Dean of the Faculty of Graduate Studies may, at his/her discretion, consider the appeal or forward it to an Appeal Panel.

If the Dean considers the appeal, the student shall be informed of the outcome, in writing.

The appellant may appeal the Dean's decision to the Faculty of Graduate Studies Appeals Committee, within fifteen (15) working days of the date of the letter of decision.

An Appeal Panel will be struck, and a meeting set, by the Faculty of Graduate Studies to determine whether the appellant has grounds to proceed to a Hearing. If the Appeals Panel determines that there are no grounds, a Hearing will not take place and the appellant will be notified in writing. If the Appeals Panel determines that there are grounds, the appellant will be notified and a Hearing will be scheduled.

If the Appeals Panel determines that there are grounds, the Faculty of Graduate Studies shall inform the appropriate department/unit head (or designate) of the nature of the appeal and request that he/she be available to respond, along with the Faculty of Graduate Studies Associate Dean, at the Hearing. The respondent(s) will be requested to provide a single letter to the Chair of the Appeals Panel no later than ten (10) working days prior to the hearing in response to the appellant's appeal.

All documentation that the Appeal Panel will consider shall be made available through the Faculty of Graduate Studies to both the appellant and the respondent(s) at least one (1) week in advance of the hearing with notification of the specific time and location of the hearing. No additional materials should be presented at the time of the hearing. In the case where a request is made to submit additional materials, the Chair may postpone the hearing and allow no more than ten (10) working days for the other party to respond to the new materials.

9.5.5.2 Hearing

The appellant and respondent shall have the right to appear before the Appeal Panel and to call witnesses that he/she wishes to appear before the panel. It is the responsibility of the party calling witnesses to ensure that the witnesses are informed of the date and time of the hearing. The Dean of the Faculty of Graduate Studies shall be notified not less than four (4) working days prior to the hearing of the names of all witnesses that are to be called and shall inform the other party.

The appellant shall be advised by the Dean of the Faculty of Graduate Studies of the right to appear in person or to be represented by the student advocate, a fellow student or other full-time member of the University community not receiving payment for appearing, or working for legal aid.

In addition, if the appellant wishes, one (1) member of their 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 (4) working days prior to the hearing.

Hearings shall be held in closed session unless at least one (1) party requests an open hearing and all parties to the appeal agree to the request. During the hearing, the appellant or the respondent may request a change in the open or closed nature of the hearing, at which time the Appeal Panel shall determine its procedures.

As the first item of business in dealing with any appeal, the Appeal Panel shall convene (in closed session) to consider whether:

- the Hearing should be an open or closed session;
- whether there are sufficient grounds to proceed with the Hearing;
- whether the Panel has jurisdiction to determine the matter at hand.

If necessary, the Appeal Panel may hear submissions from either party on any of these points. Normally, the appellant and the respondent will be present during the presentation of the other's case.

When an Appeal Panel determines that there are insufficient grounds or that it lacks the jurisdiction to proceed with an appeal hearing, it shall report its reasons to the Dean of the Faculty of Graduate Studies.

Both the appellant (and/or representative) and respondent(s) (and/or representative) will be invited to make opening statements, including calling any witnesses. These statements will be subject to questioning by members of the Appeal Panel and cross-examination by the other party. Both the appellant (and/or representative) and respondent(s) (and/or representative) will be invited to make closing statements at which point no new information may be introduced.

The Appeal Panel may request either the appellant or the respondent(s) to provide additional information, or of its own volition call additional witnesses, before reaching a decision. This should be accompanied by a statement that the parties have a right to be made aware of the Panel's request for information and the results thereof.

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

9.5.5.3 Disposition

The Chair of the Appeal Panel shall inform the Dean of the Faculty of Graduate Studies in writing of the disposition of the appeal, the reasons for the decision, and any actions that may result. The Dean of the Faculty of Graduate Studies shall, in turn, inform the appellant and the department/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 department/unit of any recommendations brought forward by the Appeal Panel.

9.6 Discipline Appeals

The specific jurisdiction of each of the Disciplinary Authorities is outlined in:

Table 1: Jurisdiction of Disciplinary Authorities for Student Academic Misconduct

Table 2: Jurisdiction of Disciplinary Authorities for Student Non-Academic Misconduct

Table 3: Disciplinary Actions and Disciplinary Authorities

(http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html)

If the appeal is from a decision of the Dean of the Faculty of Graduate Studies the appeal statement shall be delivered to the Dean of the Faculty of Graduate Studies on behalf of the Local Discipline Committee (also commonly referred to as the "L.D.C.")

If the appeal is from a decision of the L.D.C., the official statement shall be delivered to the Secretary of the University Discipline Committee (U.D.C.) with a copy to the Dean of the Faculty of Graduate Studies.

9.6.1 Discipline Appeal Deadlines

If a student wishes to appeal a decision, the notice of appeal must be delivered in writing to the appropriate person(s) within ten (10) working days of the student being notified of the decision the student intends to appeal.

9.6.2 Appeal of ~~Violation/Penalty~~ Disciplinary Action

When the appeal is against a disciplinary decision made by the Faculty of Graduate Studies, the appeal routes and procedures as outlined in the following shall prevail: Student Discipline

Appeal Procedure

(http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html)

The student shall clearly indicate in the notice of appeal whether they are appealing the decision on:

- (a) the finding of facts;
- (b) the disposition determined by the disciplinary authority; or
- (c) both (a) and (b).

9.7 Fee Appeals

Please refer to the Registrar's Office webpage on fee appeals:

<http://umanitoba.ca/student/records/fees/830.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.

9.8 Term Work Appeals:

Students are encouraged to discuss matters relating to grading of term work with their instructor in the first instance. Further appeals of grades on academic term work shall be directed, by the appellant, to the department/unit responsible for the course within ten (10) working days after the grades for term work have been communicated to students. Following receipt of the appropriate appeal form and evidence of payment of the refundable appeal fee, the department/unit shall consider the appeal and provide a decision within fifteen (15) working days. Please refer to <http://umanitoba.ca/student/records/grades/690.html>

9.89 Final Grade Appeals

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.

9.109 Assistance with Appeals

The Office of Student Advocacy, 520 University Centre, <http://umanitoba.ca/student/advocacy/>, provides information and assistance to students regarding all appeal processes. It is strongly recommended that students contact the Office of Student Advocacy to assist them with any appeal they are considering.

APPENDIX 1: Thesis/Practicum Types

APPENDIX 1: Thesis/Practicum Types

A student/candidate may present a thesis/practicum in one of two acceptable formats:

- Regular style
- Manuscript/grouped manuscript style

The type of thesis/practicum must be approved by the advisory committee and comply with all regulations of the Faculty of Graduate Studies and any supplemental regulations of the department/unit.

1.0 Regular Style

1.1 Prefatory Pages

1.1.1 Title Page

The title page should contain the following information:

- the title of the thesis/practicum
- the name of the University
- the degree for which the thesis/practicum is submitted
- the name of the department/unit
- the full name of the author
- the copyright notation ©

The title must be a meaningful description of the content of the research. The author's name should be in full, 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.

1.1.2 Abstract

The abstract is expected to provide a concise, accurate account of the thesis/practicum. Abstract maximum length is 150 words for a Master's and 350 words for a Ph.D. An abstract should contain a statement of the problem, methods, results, and conclusions.

1.1.3 Acknowledgements

The content of this single page is left to the discretion of the author. For example, the page may make reference to the student/candidate's advisor/co-advisor and advisory committee, to other individuals who have provided invaluable assistance to the development of the thesis/practicum, and to sources of financial assistance or other support.

1.1.4 Dedication

A single page pertaining to a dedication is allowed.

1.1.5 Table of Contents

This must list and provide page references to all elements of the thesis/practicum. The numbering and formatting must be identical to the way the material appears in the text. Page numbers should be right justified.

1.1.6 List of Tables

This should immediately follow the Table of Contents and be of the same format. The list must include the number, name and page number of each table.

1.1.7 List of Figures

This should immediately follow the List of Tables and be of the same format as the Table of Contents. The list must include the number, name and page number of each figure.

1.1.8 List of Copyrighted Material

On occasion students/candidates include images, figures, photos and other materials from copyrighted sources. Written permission from the copyright holder is required. This should follow the List of Tables and follow the same format as the Table of Contents. For further information on copyright see:

http://umanitoba.ca/faculties/graduate_studies/thesis/copyright_permission.html.

1.2 Format

1.2.1 Styles

The thesis/practicum should be written in a standard style manual that has been recommended by the unit. Manuals recommended by the Faculty of Graduate Studies include but are not limited to:

- American Psychological Association, Publication Manual of the American Psychological Association
- Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations
- The Modern Language Association of America, MLA Handbook for Writers of Research Papers
- University of Chicago Press, The Chicago Manual of Style

Students should always use the latest edition available. If there is a conflict between the instructions in this booklet and the style manual chosen, the former should be followed.

1.2.2 Spelling

Canadian, British or American spelling is acceptable, but one style must be used consistently throughout the document.

1.2.3 Format

Double space all text material; footnotes and long quotations may be single spaced. The entire thesis/practicum must be in the same text font, style, and size. Font size should be no less than 12 pt Times Roman. Full justification of the text is not required.

1.2.4 Margins

It is imperative that the specified margins be observed throughout the thesis/practicum. Leave at least a one inch (1.0”) margin from the top, bottom, left, and right hand edges of the paper. These margins apply to all material, including appendices, diagrams, maps, photographs, charts, tables, etc.

1.2.5 Page Numbers

Each page in the thesis/practicum must be numbered consecutively. Illustrative pages and appendices must also be numbered. Roman numerals should be used for the prefatory pages. The remaining pages of the thesis/practicum, beginning with the introduction (Chapter One) should be numbered consecutively in Arabic numerals.

1.3 Footnotes, References and Appendices

Instructions in the style manual recommended by the department/unit should be followed. Regardless of which style manual is used, format selected must be consistent.

1.4 Figures, Illustrations, Photographs and Design Drawings

1.4.1 Illustrative Material

All illustrative material must be consistent throughout the thesis/practicum. All figures, illustrations, photographs and drawings must be numbered consecutively in Arabic numerals and accompanied with a title. The material should appear as soon as possible after as it is mentioned in the text. All original materials should be of high quality, with sharp and clear images.

1.4.2 Layout of Tables and Figures

Each table and figure must have a number and title. The number and title should appear at the top of the table or figure. The title of the table or figure should be as short as possible and indicate the major focus of the material within the table or figure.

1.5 Additional Materials

1.5.1 Consent and Access to Information Forms

Sample copies of consent forms that were used to obtain consent from participants to take part in the information gathering procedures for the thesis/practicum must be included in an Appendix. Any personal information must be omitted from the submitted form.

In some cases, approval from an agency, institution or corporation may have been required before the information gathering procedures could proceed. The original approval form for access should be retained by the student with a copy provided to the Faculty of Graduate Studies upon completion of the thesis/practicum.

1.5.2 Use of Copyrighted Material

If the thesis/practicum includes copyrighted material (images or more than a reasonable extract (according to the Copyright Act) of another person's work), permission must be obtained from the copyright holder. A "Sample Permission Letter" is available on the Copyright Office website (http://umanitoba.ca/copyright/copyright_basics.html).

In some cases, copyright holders prefer to use their own permission forms and/or will provide their permission electronically. Both of these are acceptable by the Faculty of Graduate Studies.

Note that obtaining permission may take a considerable amount of time and this must be taken into consideration when meeting a thesis/practicum submission deadline. A reference to written permission having been obtained must be included under the image or text. The reference should also include the date the permission was granted, and the name/title of the copyright holder(s). The original form(s) signed by the copyright holders should be retained by the student with a copy provided to the Faculty of Graduate Studies at the completion of the thesis/practicum.

The thesis/practicum cannot be accepted by the Faculty of Graduate Studies if permission has not been obtained. It is important that the student and their advisor(s) ensure that the permission has been granted. In some cases, the copyright holder cannot be located or the cost is prohibitive to using the text or image. In these situations, the text or image may have to be omitted from the thesis/practicum.

Subsequently, information on where the reader can locate the image or text should be included, such as the URL, title of book/journal, volume and issue number, page number, publisher, and date of publication. A description of the purpose or significance of the text or image should be provided.

For further information on copyright
see: http://umanitoba.ca/admin/vp_admin/ofp/copyright/index.html

2.0 Manuscript/Grouped Manuscript Style

A thesis/practicum may comprise a paper, or collection of papers, which are, or are about to be, published. The number of papers that comprise this style of thesis/practicum will be determined between the student and the advisory committee. The formatting of the thesis/practicum must be

consistent throughout the thesis/practicum and the thesis/practicum cannot merely consist of several papers or articles bound within the one document.

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

The thesis/practicum must follow the same prefatory information (1.1), spelling, formatting margin requirements, page numbering (1.2), footnotes and appendices (1.3), figures, illustrations photographs and drawings (1.4) and any additional material (1.5) as those outlined above.

There must be an introductory chapter to the entire thesis/practicum that 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 that has been previously published.

The thesis/practicum must contain connecting text between the different chapters providing logical links to allow the integration of the information. **These connecting sections are mandatory.** Not including these sections may compromise the ability of the examiners to evaluate the thesis/practicum and accordingly there may be subsequent potential consequences.

The thesis/practicum must contain a concluding chapter that includes a discussion on how the thesis/practicum, with its findings, provides a distinct contribution to knowledge in the research area.

In the case of multi-authored papers, the nature and extent of the student/candidate's contribution, and those of the other authors, must be explicitly specified in a section entitled "Contributions of Authors" in the "Preface" of the thesis/practicum. The advisor/co-advisor, by signing the thesis/practicum submission form, attests to the accuracy of these statements and will be asked to reaffirm at the oral defence in the case of a doctoral thesis.

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Dept. of Computer Science.

Observations

1. The **Dept. of Computer Science** proposes supplemental regulation changes to its M.Sc. (thesis route) & Ph.D.
 - i. M.Sc. (thesis route): To allow advisory committees to consist entirely of faculty members in Computer Science. This gives students and their supervisors more flexibility in choosing an advisory committee that is best suited to the student's thesis research. Further, to allow the Department Head, after consulting with the Associate Head (Graduate), to approve the advisory committee instead of the Graduate Studies Committee (GSC). Having the process put before the GSC only introduced delays into the process and rarely led to any discussion or concerns. The head and associate head will have the option of consulting the GSC for any proposed advisory committee.
 - ii. Ph.D. (transfer to the Ph.D. from the M.Sc. and direct admission from the Bachelors): Specify that students who transfer to the Ph.D. need only be required to complete the same coursework requirement as any other student admitted directly to the Ph.D. The decision to admit a student to the Ph.D. program requires that he/she has satisfied all prerequisite requirements and has been deemed suitable for the Ph.D. program; the requirements of the Ph.D. degree should be contained within that degree itself. The department has run into issues recently where students have transferred from the M.Sc. to the Ph.D. program and it was felt by all parties involved that the student should not be required to complete course requirements beyond those of the Ph.D. The interpretation of the 24 credit hours is ambiguous, but was traditionally interpreted as referring to computer science graduate courses completed either during a previous M.Sc. degree or during the current Ph.D. degree. In recent cases, this has resulted in a Ph.D. student being required to complete eight graduate courses. The coursework requirement for the Ph.D. is four graduate courses. When the department admits a student to the Ph.D., it deems him/her fit for Ph.D. study, and thus it seems unfair to require him/her to complete more coursework than other Ph.D. students who are only required to complete four graduate courses.
 - iii. Ph.D. (program requirements): In order to ensure that the revised supplemental regulations for transfer to the Ph.D. as noted above are interpreted as intended, the supplemental regulations defining Ph.D. program requirements will specify that the same course requirements apply to students admitted directly from the Ph.D. and students who transfer to the Ph.D. from the M.Sc. program. Following with the goal of limiting Ph.D.

course requirements to the Ph.D. degree, the second (ii) proposed change removes the ability to satisfy the breadth requirement with courses taken outside the Ph.D. program.

Recommendations

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

Dept. of Computer Science

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Faculty Council of Graduate Studies

/ak

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

<p>In special circumstances, an advisor and a maximum of one (1) co-advisor, upon approval of the department/unit Head, may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor. When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both co-advisors' signatures are required on all documents where the advisor's signature is required.</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>A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit.</p> <p>The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor/co-advisor and the student are required to sign the agreement. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the department/unit Graduate Chair, Head of the department/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/co-advisor significantly deteriorate, the matter should be referred to the department/unit Graduate Chair, the Head of the department/unit, or the Dean of the Faculty of Graduate Studies.</p> <p>All students should consult department/unit supplemental regulations for specific details regarding advisor/co-advisor requirements.</p>	<p>approval of the Department Head, a student may have an advisor and co-advisor. Since most students have only one advisor, the remainder of these supplemental regulations refer to "advisor" in the singular for simplicity – this does not exclude the possibility of a co-advisor anywhere an advisor is referred to.</p> <p>The advisor will advise the student on a program of study, direct research, and supervise thesis work. If for any reason after admission a student is in a position where he or she has no advisor, the Graduate Associate Head will normally be deemed the interim advisor for the student, or the Graduate Associate Head or Department Head may appoint another member of the department (who is also a member of the Faculty of Graduate Studies) to act as the student's advisor.</p>
<p>4.6 Advisory Committee</p> <p>4.6.1 Thesis/Practicum Route</p> <p>Advisory committees are selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during his/her research program. The advisory committee must consist of a minimum of three (3) members (including the advisor/co-advisor), two (2) of whom must be members of the Faculty of Graduate Studies (http://umanitoba.ca/faculties/graduate_studies/governance/academic_memberships.html), one (1) of whom must hold a primary appointment from within the department/unit and one (1) of whom must hold no appointment within the department/unit. It is expected, under normal circumstances, that Advisory Committee members have a Master's degree or equivalent. Advisory committees may include one (1) non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.</p> <p>A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit. Graduate students may not serve on</p>	<p>No advisory committee beyond the advisor is required for the coursework M.Sc. route.</p> <p><u>Thesis Route Only:</u> <u>Each thesis M.Sc. student will have an advisory committee consisting of the advisor (and co-advisor if one exists), along with at least two other members. At least one of the additional members must be a member of the Faculty of Graduate Studies. At least one of the additional members must hold an appointment in the Department of Computer Science, while the other may be from another unit in the University of Manitoba.</u> The advisory committee must be appointed within eight months of the start of the student's program. Names of advisory committee members will be proposed by the advisor for approval by the Department Head, who will consult the GSC Graduate Associate Head for input before approving the advisory committee. The</p>

<p>graduate student advisory committees.</p> <p>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, if any, regarding the advisory committee are found in the department/unit supplemental regulations and students should consult these regulations for specific requirements.</p>	<p>Department Head may later approve modifications to advisory committee membership.</p>
<p>4.6.2 Course-based or 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 department/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 department/unit's supplemental regulations and students should consult these regulations for specific requirements.</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 department/unit Head. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.</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 (7) years prior to the date of awarding of a degree may not normally be used for credit toward that degree. A department or unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case-by-case basis, must be accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content.</p> <p>Courses completed more than ten (10) years prior to the date of awarding of a degree can not be used for credit toward that degree.</p> <p>In the event that course-work is no longer considered current, students must take additional course-work (as recommended by the Department/Unit Head, or designate, and as approved by the Dean of the Faculty of Graduate Studies) to meet the minimum credit hour requirements for their program.</p>	<p><i>Note: Lapse of course credit is now 7 years.</i></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, program requirements, 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 (2) previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program.</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria. However, the criteria for admissions into the Ph.D. program are more stringent than for Masters' programs; therefore, the completion of a Master's program does not guarantee admission into the Ph.D. program. Some departments/units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.</p>	<p><i>Relevant information could include:</i></p> <ul style="list-style-type: none"> • Minimum admission criteria (beyond FGS requirements) • Admission/selection committee composition (if applicable) • Admission/selection procedures • Indicate which major areas are acceptable • Is a thesis-based Master's degree required <p>Eligibility for Admission: The candidate must have completed an M.Sc. degree or equivalent, normally in computer science, and normally having included the writing of an M.Sc. thesis.</p> <p>Upon receipt of an application, the GSC shall investigate the student's qualifications and report on suitability for Ph.D. study. In making admission decisions, the GSC may also consider the availability of a suitable advisor given the student's research interests, and whether appropriate funding is available for the student. If acceptance is recommended by the GSC and approved by the Department Head and the Dean of Graduate Studies, a letter of acceptance is sent by the Faculty of Graduate Studies.</p>
<p>5.1.2 Direct Admission from the Bachelor's Honours or equivalent</p>	<p><i>If direct admission is considered, specify conditions</i></p>

<p>With special recommendation of the department/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 (2) full years of undergraduate study).</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria. Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual department/unit's approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for three (3) years.</p>	<p><u>Once admitted into the Ph.D. program, students are not required to complete any coursework beyond that specified in Section 5.4.</u></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 department/unit upon the recommendation by the Head of the department/unit to the Faculty of Graduate Studies. The recommendation should be made within 16 months or four (4) terms (including Summer term) from the start of the Master's program. The coursework completed and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual department/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 (1) month prior to the term for which the student intends to commence the Ph.D. program. The following are required when making the request:</p> <ul style="list-style-type: none"> • The online Application for Admission indicating a request for transfer; • If the transfer is made within one (1) year, no additional application fee must be paid; and • In the case where the student does not hold a Master's degree, a letter of recommendation from the Head of the department/unit is also required. <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 three (3) years. If the transfer occurs after 12 months, the student will be assessed Ph.D. program fees for two (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 department/unit on the recommendation of the student's advisor/co-advisor and Head of the department/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 two (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 three (3) year Ph.D.</p> <p>Where a student holds a Master's degree that would be sufficient for admission to the Ph.D. program, students must complete at least 12 credit hours of coursework, unless the individual department/unit's approved supplemental regulations specify otherwise.</p>	<p><i>Note: Transfer from Master's to PhD within a unit must now be completed within the first 18 months in the Master's program.</i></p> <p><u>Once admitted into the Ph.D. program, students are not required to complete any coursework beyond that specified in Section 5.4.</u></p>

<ul style="list-style-type: none"> • information about the minimum or expected time for completion of the degree; • coursework to be taken; • any language requirement; and • 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 department/unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory committee, and the Head of the department/unit. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.</p>	
<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 the department/unit's supplemental regulations indicate otherwise.</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>A minimum of 12 credit hours of courses at the 7000 level is required beyond the M.Sc. degree, typically corresponding to at least four graduate courses taken during the Ph.D. program. <u>Unless specified as an additional requirement at the time of admission, no coursework beyond the 12 credits hours is required for students who enter the Ph.D. program directly from a B.Sc. or transfer from a M.Sc.</u> Of these four courses, at least three must be graduate courses in Computer Science, including at least one course in each of the three areas (Theory, Applications, and Systems). The fourth course can be any graduate course in Computer Science or any graduate course from another department included on the list of approved graduate courses maintained by the GSC. Upon receiving approval from his or her Advisory Committee (or advisor only if the advisory committee has not yet been formed) and by the Graduate Associate Head, a student may request to have a course added to the list of approved courses. If the recommendation is approved by the Advisory Committee but not by the Graduate Associate Head, then the decision goes to the GSC. Email approval is sufficient. Once approved, the course is added to the list of approved courses. The GSC will be responsible for maintaining the currency of the list of approved courses and removing courses over time.</p> <p>The student is expected to complete the course requirements during the first 24 months of the PhD program. <u>Students can apply to the GSC to have</u></p>

	graduate courses completed during a previous degree count toward satisfying one or more of the three areas (Theory, Applications, and Systems). In such a case, the student must provide the required documentation for prior courses to be assessed, and will still be required to complete four graduate courses during the Ph.D. program, of which at least three must be in Computer Science, but they will be exempt from the corresponding area requirements.
5.4.1 Language Reading Requirements Some departments/units specify a language requirement for the Ph.D. degree. Students are advised to check department/unit supplemental regulations regarding this requirement.	<i>Indicate if (or if not) required</i> No language requirement
5.4.2 Advance Credit Advance credit for courses completed prior to admission to a Ph.D. program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completing the "Advance Credit -Transfer of Courses" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Note: <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 for course currency); • No more than half of the required coursework for the program can be given advance credit; • A course may not be used for credit toward more than one degree, diploma or certificate; and • The student must register at The University of Manitoba for at least two (2) consecutive terms and must also complete the thesis and candidacy examination at The University of Manitoba. Regardless of the extent of advanced credit received, all students are required to pay applicable program fees.	
5.4.3 Transfer Credit Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses: <ul style="list-style-type: none"> • must be approved for transfer to the program of study by the department/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 	

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Dept. of Electrical & Computer Engineering.

Observations

1. The **Dept. of Electrical & Computer Engineering** proposes supplemental regulation changes to its M.Sc., M.Eng. and Ph.D.

Ph.D.: To reduce the Ph.D. candidacy examination from two subject areas down to one. The department initially required students to take two subject areas in their candidacy exam. After gaining experience with the new system of having a written candidacy exam, the department decided that one subject area was adequate to determine the preparedness of the students.

M.Sc., M.Eng. and Ph.D.: To eliminate the requirement for any of its graduate students to participate in the one-day presentation event, GRADCON. GRADCON was created decades ago when the department had a much smaller graduate student population. With the increasing number of students comes many challenges in organizing this one-day event including a short presentation time for each student. After discussing the benefits versus costs, the event was deemed unnecessary.

Recommendations

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

Dept. of Electrical & Computer Engineering

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Faculty Council of Graduate Studies

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

/ak

<p>maintained to continue in the Faculty of Graduate Studies. Departments/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 department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p>	
<p>4.7.5 Performance not related to Coursework</p> <p>In some departments/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 department/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 department/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><i>As a requirement of the ECE Department, students must make an oral presentation at least once in their program at GradCon.</i></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 departments/units may have additional specific requirements for graduation and students should consult department/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 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 department/units have specific requirements for graduation and students should consult department/unit supplemental regulations for specific requirements.</p> <p>The thesis is developed under the mentorship of the advisor/co-advisor. Individual</p>	<p><u>Thesis/Practicum Proposal:</u> <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 Guidelines: (See Appendix.)</p> <p>Writing Style: The University of Manitoba recognizes APA Style (American Psychological Association) for thesis and reports.</p>

Such permission must be approved by the Dean of the Faculty of Graduate Studies on the recommendation of the student's advisory committee.

5.5.2 Maximum Time Limit

A student's candidature shall lapse if he/she fails to complete the degree within six (6) years following initial registration in the Ph.D. program. For those students who transfer from the Master's to the Ph.D., years spent in the Master's program are counted as years in the Ph.D. program.

Ph.D. students who are declared as part-time will receive an additional four (4) months in time to complete their program for every two (2) years (24 months) they are declared as part time (see [section 1.4.1](#)) to a maximum of seven (7) years. Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies "Time Extension Request Form"

(http://umanitoba.ca/faculties/graduate_studies/forms/index.html) **at least three(3) , but no more than four (4) , months** prior to expiration of the respective maximum time limit.

A student who has not completed the degree requirements within the time limit or within the time limit of any extension that has been granted (see also sections "Extension of Time to Complete Program of Study" and "Leave of Absence") will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".

5.6 Academic Performance

Student progress shall be reported **at least** annually (but no more than once every four months) 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 and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two (2) consecutive "in need of improvement" or an "unsatisfactory" rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.

Is a reference to section 2.1 necessary?

Progress Report

A decision regarding continuation is conveyed to the Faculty of Graduate Studies using the "Progress Report" form.

If performance is deemed to be unsatisfactory, action will be required which may include some or all of the following:

NOTE: These recommendations must be stated on the "Progress Report" form, signed by the advisor, advisory committee members, and the student:

- a) A timeline of required actions or tasks may be put forward by the advisor, Head of the Department and/or the ECE Graduate Studies Committee. If the student fails to meet any of the tasks in the allotted time, the student will be required by the Faculty of Graduate Studies to withdraw from the program;
- b) The student may be required to meet with the

	<p>Department Head and/or the Chair of the ECE Graduate Studies Committee. If it is confirmed that the student performance is unsatisfactory, then the student will be required to withdraw from the program;</p> <p>c) Students who receive a rating of "In Need of Improvement" twice will be required to withdraw from the program;</p> <p>d) <u>Performance not related to course work:</u> Students may also be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to such things as:</p> <ol style="list-style-type: none"> 1. unsatisfactory attendance; 2. lack of progress in research and/or thesis. <p>The student's advisory committee will make a recommendation for required withdrawal to the Department Head. The Department Head will then recommend to the Dean of the Faculty of Graduate Studies that the student be required to withdraw for reasons of unsatisfactory academic performance.</p>
<p>5.6.1 Performance in Coursework</p> <p>A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Departments/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 department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p>	<p><i>Is a reference to section 2.3 necessary?</i></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. 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 department/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.</i></p> <p>Annual Presentation (GradCon): All full-time Ph.D. students are also required to present a research talk every year of their program (following the first year) at the Department's annual graduate student conference, as outlined on ECE website.</p> <p>Research:</p> <p>Research is evaluated through a meeting of the student's Advisory Committee with the student. A minimum of one progress meeting must be held annually. However, more than one meeting may</p>

	be held at the request of the advisor, an advisory committee member, or the student.
<p>5.7 Academic Requirement for Graduation</p> <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 varies from department/unit to department/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 (1) 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 department/unit and approved by the Programs and Guidelines Committee of the Faculty of Graduate Studies. Please see the department/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 must be independent from the thesis proposal, may be oral, written, or both and may cover subjects relevant to the general area of the candidate's research. The structure of the exam must be made known to students well in advance of the exam. In the case where there is a required oral component, the student must be physically present.</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><i>Provide details of examination structure and format, content, duration, examining committee composition, timeline for completion within the program, and any other regulatory procedural details.</i></p> <p>The purpose of the Candidacy Examination and Research Proposal Defence is to determine whether the student processes possesses sufficient knowledge in the chosen area of research, to assess the quality of the work done by the student, and to examine the student's future research plan and direction through examination of the research proposal.</p> <p>The Department of Electrical and Computer Engineering currently holds two (2) types of Candidacy Examinations. All Candidacy Exams under the old type (program commencement prior to fall 2012) must be announced at least 10 working days in advance of the exam to ensure time for public notification. If this is not possible, permission is required from the ECE Department.</p> <p>TYPE 1: Candidacy Examination – Students Starting Prior to Fall 2012</p> <p><u>Overall Review of the Candidacy Exam</u></p> <p>The Candidacy is an examination of the student's ability to proceed with the proposed research project.</p> <ol style="list-style-type: none"> 1. The research proposal (not exceeding 40 pages in length), distributed to the Advisory Committee at least 3 weeks before the Candidacy, involves: <ul style="list-style-type: none"> ▪ preparation of a written document outlining the research proposal and providing a state-of-the-art review and justification for undertaking the research. 2. The proposal should include: <ul style="list-style-type: none"> ▪ a review of the work done to-date;

	<ul style="list-style-type: none"> ▪ a schedule of planned research. <ol style="list-style-type: none"> 3. The written proposal is prepared under the general guidance of the Advisor and is to be reviewed by each member of the Advisory Committee. 4. The final, revised, and accepted version of the proposal should be submitted to the Advisor for a brief overview/comment before the Advisor convenes a general meeting of the Advisory Committee. 5. The Advisory Committee is required to formally meet with the student and discuss/examine the Proposal. 6. Length of Presentation: <ul style="list-style-type: none"> ▪ This examination, based entirely on the written document, consists of a 30 minute (approximately) oral presentation of the proposal by the student; ▪ Followed by a question period: <ol style="list-style-type: none"> i. each member of the Advisory Committee is allowed ~20 minutes of questions; ii. followed by a second round of questions, if required. 7. Candidacy Announcement: <ul style="list-style-type: none"> ▪ The oral presentation and examination is normally open to all students and faculty of the university community and must be announced well in advance of the event (at least 10 working days prior to the Candidacy). <p><u>Purpose of the Candidacy Exam</u></p> <p>The purpose of the Candidacy Examination is to:</p> <ol style="list-style-type: none"> 1. ascertain whether the student has sufficient knowledge in the chosen area of research to proceed in the program; 2. assess the quality of the work done by the student; 3. examine the student's future research plan and direction through examination of the research proposal; 4. For students examined under this type, successful completion of the Candidacy Exam
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is also considered as successful completion of the Thesis Proposal.

Time Frame

1. Normally, the Ph.D. student must take his/her Candidacy Exam within 27-months of registering as a Ph.D. student.
 - a. Transfer students who transfer from an M.Sc. to a Ph.D. program must take their Candidacy within 27 months of registering as an M.Sc. student.
 - If permitted by the student's advisor and by the Department, the student may take his/her Candidacy within 36 months of registering as an M.Sc. student.
 - b. Transfer students who transfer from another Ph.D. program within the ECE Ph.D. program must take their Candidacy exam within 27 months of registering as a Ph.D. student in their previous research area.
 - If permitted by the student's ECE advisor and by the ECE Department, the student may take his/her Candidacy within 36 months of registering as a Ph.D. student in his/her previous research area.
2. ECE students must successfully complete their Candidacy Examination by the end of 27 months in the Ph.D. program (This 27-month period includes failure to pass the initial Candidacy Exam and "Transfer" guidelines mentioned previously). Failing successful completion of the Candidacy Requirement within the above stated time frame, the Department can require the student to withdraw from the graduate program.

TYPE 2: CANDIDACY EXAMINATION – STUDENTS STARTING IN FALL 2012 OR THEREAFTER

Overview

For students starting their Ph.D. program in Fall 2012, or thereafter, the Candidacy Examination and Thesis Proposal are two distinct procedures.

The following describes the Candidacy Examination requirements for these students.

Time Frame

This examination must be taken within the first ~~12~~ 12-months of the student's initial registration in the Ph.D. program.

Failure to complete this requirement in the time allotted may be cause for the Department to request the student to withdraw from the program.

Format

- Exam Level: The contents of the Candidacy Exam will be at the senior undergraduate and graduate levels.
- Purpose: The Candidacy Exam will primarily assess a student's competence in taking doctoral-level studies.
- Candidacy Examining Committee Composition:

The exam will have a written portion (see below for details) and may include an oral exam as well (see below for details). For the written portion of the exam in each examination area, a group of professors with expertise in the subject area will set the exam paper for all students writing the subject area in a sitting.

If an oral exam is required, the composition of the oral examining committee will be as follows:

A. Student's Advisory Committee:

- advisor;
- at least one ECE faculty member;
- an external to the department (if appointed);
- at least one member of the ECE Graduate Studies Committee (in the student's major area of research), or appointed by the Department Head.

B. Exam Material: The examination will be conducted in defined subject areas (by the ECE Department) and from identified textbooks.

C. Exam Subject Area: The Advisory Committee shall select ~~two~~ one subject areas for examination in the student's core area of future research:

~~• one in the student's core area of future~~

research;

~~• one in an ancillary area.~~

D. Exam Results: PASS / FAIL / MARGINAL

- **PASS:** The result of the written exam clearly shows acceptable competence. No further oral examination is required.
- **FAIL:** The result of the written exam clearly shows lack of competence. No further oral exam is required.
- **MARGINAL:** The result of the written exam does not clearly show acceptable competence; therefor further examination (oral) is required.

These grades are assigned to each of the examined subject areas.

E. Exam Parts: The exam consists of two (2) parts:

1. Written: A 3- ~~to 3.55~~ hour written examination in ~~each the chosen~~ exam subject area.

~~• These exams are normally conducted on two one(1) days.~~

- Written exams are graded as PASS, FAIL, or MARGINAL (as noted above). Students earning a MARGINAL grade will have to appear for an Oral Exam (see below).
2. Oral: An oral exam is conducted for students who receive a MARGINAL grade in ~~one or both~~ their written exams. The oral exam is conducted normally between two (2) to four (4) weeks after the written examination for purposes of clarification.

A copy of the written exam paper(s) will be made available to the student and his/her advisor prior to the oral exam to assist the student in identifying their mistakes. This pertains to the subject area(s) where the student has received a MARGINAL grade.

The Oral Examining Committee may seek clarification of answers that were provided in the written portion of

the examination and/or ask related additional questions to gauge the candidate's knowledge in the area of intended research.

List of Subject Areas

The following are subject areas approved for the Candidacy Exam. The Department reserves the right to update this list as needed. New subjected areas will be posted and announced to the students of the Department at least one semester in advance of an exam:

- Power Systems
- Electromagnetics
- Circuits and Electronics
- Materials
- Signal Processing
- Telecommunications
- Optics / Photonics
- Computer and Digital Systems
- Algorithms and Data Structures
- Engineering Mathematics
- Controls
- Nano / Microelectronics

Students must consult the related department webpages for details of the exams in each area, and for the required textbook and chapters.

Exam Registration

The candidate must register for the written Candidacy Examination at the start of the semester of the exam (deadline to be set by the department).

Exam Materials and Style

The Department reserves the right to update the following as needed:

- Exam Texts: Announced on the Department web site at the beginning of the semester.
- Exam Materials: Page of formulas, calculators, etc., items allowed into and for use during an exam in each subject area, are announced on the department web site at the beginning of the semester and sent out to all Graduate Students in the program using the students' university email.
- Exam Style: Open/Closed Book is announced on the department web site at the beginning of the semester and sent out to all Graduate Students in the program using the students'

<p> </p> <p> </p> <p> </p> <p> </p> <p> </p>	<p>university email.</p> <p><u>Exam Periods</u></p> <p>The Candidacy Exam is held during the regular exam periods (at the end of each term), three (3) times each year:</p> <ul style="list-style-type: none"> ▪ Fall (<i>December Exam Period</i>) ▪ Winter (<i>May Exam Period</i>) ▪ Summer (<i>August Exam Period</i>) <p><u>Failed Exam</u></p> <p>If the student fails the Candidacy (written and/or oral), he/she will have a second opportunity to take the exam in the following semester. The second round examination area(s) must be the same as the ones attempted in the first round.</p> <p>Students failing one subject area will have to only re-write the failed subject area exam.</p> <p><u>Re-Registering:</u></p> <p>Students must re-register and take the Candidacy Exam before the end of their initial 12--months in the Ph.D. program.</p> <p><u>Failing a Second Candidacy:</u></p> <p>All students must pass the written examination and, if required, oral examination, otherwise the student may be required to withdraw from the program</p>
<p>5.9 Thesis Proposal</p> <p>Some departments/units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific department/unit supplemental regulations. If departments/units require thesis proposal approval, this exercise must be independent from the candidacy examination. Regardless, the proposed thesis research must be approved by the advisory committee and, if necessary, by the Human Research Ethics Board or Animal Care Committee before the work has begun on the thesis research or project.</p> <p> </p> <p> </p>	<p><i>Provide details of format, page limits, other guidelines, evaluation procedures, timeline for completion within the program, and any other regulatory procedural details.</i></p> <p>Students under TYPE 2 Candidacy Examination (those starting their program in fall-Fall 2012 or thereafter) must also successfully defend their Thesis Proposal.</p> <p>The procedure for doing so is similar to the Candidacy Examination of students under TYPE 1 Candidacy Examination (see section 5.8).</p> <p>This task must be completed within the first 27-27-months of starting the program.</p> <p>The thesis proposal document must not exceed 40 40-pages in length.</p>

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on the above date to consider a proposal from the Dept. of Physical Therapy.

Observations

1. The **Dept. of Physical Therapy** proposes supplemental regulation changes to its Master of Physical Therapy.

The department proposes raising the enrollment quota reserved for Indigenous students from 15% to 20%. The intent of this stream is to ensure that First Nations, Métis and Inuit students have an opportunity to become rehabilitation professionals and to support students to maintain long-term cultural and social linkages with First Nations, Métis and Inuit communities within this principle of reciprocity. Proof of ancestry required upon admission; Treaty status document, treaty number, Manitoba Métis Federation number or letter from Band Council, etc.

The department proposes wording to clarify that in situations in which a student writes a supplemental exam to improve their grade in a course, the best grade he/she could receive in the course as a result is a C+. The department believes that a student who was offered a supplemental exam should not be able to score higher in the course than students who managed a pass on the first try.

Recommendations

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

Dept. of Physical Therapy

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Faculty Council of Graduate Studies

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

/ak

<p>1.1.9 Letters of Recommendation</p> <p>Letters of Recommendation are to be completed via UMGradConnect, the online application. Applicants are required to add their 'Recommendation Provider(s)' contact information so that each recommender is sent an automated email notification.</p> <p>Generally, two (2) Letters of Recommendation must be submitted to the Faculty of Graduate Studies. For the number of recommendation letters necessary, applicants should review our 'Additional Document Requirements' webpage: http://umanitoba.ca/faculties/graduate_studies/admissions/additional_requirements.html</p>	<p><i>Indicate if more than 2 letters are required</i></p> <p>Not required for MPT program.</p>
<p>1.1.10 Admission Tests</p> <p>Some departments/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 department/unit, and if required, the scores must be submitted at the time of application.</p>	<p>Not required for MPT program.</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 (2) previous years of full time university study (60 credit hours).</p> <p>Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	<p><u>Program entry requirements:</u></p> <ul style="list-style-type: none"> • Completion of a 3 year or 4 year undergraduate degree; • successful completion of at least 24 credit hours in one regular Fall/Winter session (from Sept. to April); • a completed self-declaration form for Adult Criminal Record including Vulnerable Sector check, Child Abuse Registry check and Adult Abuse Registry check; • proof of Indigenous ancestry (treaty number, Manitoba Métis Federation number or letter from Band Council), if applicable; • a minimum cumulative grade point average of 3.25 (on a 4.5 scale) in the last 60 credit hours of university-level courses; • equivalent IB and/or AP courses will be accepted in lieu of university courses; • completion of the following pre-requisite courses or equivalents, with no grade below a B (3.0 on a 4.5 scale): <ul style="list-style-type: none"> - Human Anatomy (3 credit hours) - Human Physiology (3 credit hours) - Introductory Biology with genetics content (3 credit hours) - Introductory Psychology (6 credit hours) - Childhood Development (3 credit hours)

	<ul style="list-style-type: none"> - Developmental Psychology Adolescence to Old Age (3 credit hours) - Introductory Statistics (3 credit hours) - English Literature (6 credit hours) <p>Human Physiology must have been completed within five years of application; all other pre-requisite courses need to have been completed within the last 10 years or the equivalency within higher level courses.</p>
1.1.12 Eligibility of University of Manitoba Staff Members <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 department/unit in which the appointment is held.</p>	
1.2 Registration Procedures <p>1.2.1 Registration</p> <p>Pre-Master's students are not normally allowed to register in 7000-level courses or above, with the exception of GRAD 7500, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate. Undergraduate students may be permitted to register in 7000-level courses or above on recommendation of the department/unit offering the graduate course, subject to the conditions listed below:</p> <ul style="list-style-type: none"> • Undergraduate students must obtain permission from the Department/Unit head and course instructor before registering for a graduate course. • Only undergraduate students completing an undergraduate degree at the University of Manitoba are eligible to enroll in a graduate course. • Undergraduate students are not eligible for admission to be admitted to any graduate course that is cross-listed with an undergraduate course, or that is scheduled to be taught at the same time and location as an undergraduate class. • Undergraduate students will only be eligible to receive graduate-level credit for a course designated as 7000-level or above if at least 75% of the students registered in the course are graduate students. • Undergraduate students who complete a graduate course are not guaranteed admission to a graduate program. <p>On admission to a graduate program at the University of Manitoba, application may be made to the Faculty of Graduate Studies to apply any previously completed graduate courses toward meeting program requirements, subject to the restrictions listed below:</p>	<p>Students admitted to the MPT program who are granted a registration deferral must defer for only 1 year. No term deferrals are permitted.</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 a maximum of once for each course to a maximum of nine (9) credit hours of coursework.</p> <p>If a course is repeated or a supplemental examination is written, the highest grade obtained in that course will be used in the determination of the degree GPA.</p> <p>The degree GPA is cumulative in a pre-Master's program if more than one (1) year is required to complete the course requirements.</p> <p>A summary of all action taken administratively is to be reported 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 departments/units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), published, available to students (http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html), and be kept on record in the Faculty of Graduate Studies. All students should consult department/unit supplemental regulations for specific details regarding admission, program requirements, progression, and completion. Individual departments/units may offer Master's programs by one or more of the following programs:</p> <ul style="list-style-type: none"> • Thesis/practicum-based; • Course-based; • Comprehensive Exam; • Project; • 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 department/unit supplemental regulations regarding diploma programs.</p>	
<p>4.3 Admission</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 (4) 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 	<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>

<ul style="list-style-type: none"> ○ Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies; • Graduates from first-cycle Bologna compliant degrees; • Students who have completed a pre-Master's program from: <ul style="list-style-type: none"> ○ The University of Manitoba; ○ 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 (2) 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>Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.</p>	<p>The Admissions and Selection Committee will review all applicants and select an annual quota of up to 50 students.</p> <p>The Admissions and Selection Committee is made up of the Chair of the Committee, the Head of the Department of Physical Therapy, the Dean of the College of Rehabilitation Sciences, two faculty members from the Department of Physical Therapy, a MPT student representative, and a representative from the College of Physiotherapists of Manitoba.</p> <p>Students are selected on a competitive basis using the entry requirements and ranking criteria indicated below. In addition, Canadian Indigenous people who meet all entry requirements will be given priority for up to 20% of the enrolment quota; proof of ancestry is required.</p> <p>Eligible applicants will be considered in the following order of priority:</p> <ol style="list-style-type: none"> 1) Manitoba applicants. Proof of residency may be required such as Manitoba Driver's License, Manitoba Health Card, or Manitoba High School diploma. 2) Canadians who reside in other provinces or territories. <p><u>Program Entry Requirements</u></p> <ul style="list-style-type: none"> • completion of a 3 year or 4 year undergraduate degree; • successful completion of at least 24 credit hours in one regular Fall/Winter session (from September to April); • a completed self-declaration of criminal record including vulnerable sector check and adult/child abuse registry check; • proof of Indigenous ancestry (treaty number, Manitoba Métis Federation number or letter from Band Council), if applicable; • a minimum cumulative grade point average of 3.25 (on a 4.5 scale) in the last 60 credit hours of university-level courses; • equivalent IB and/or AP courses will be accepted in lieu of university courses; • completion of the following pre-requisite courses or equivalents, with no grade below a B (3.0 on a 4.5 scale): <ul style="list-style-type: none"> - Human Anatomy (3 credit hours); - Human Physiology (3 credit hours); - Introductory Biology with genetics content (3 credit hours);
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	<ul style="list-style-type: none"> - Introductory Psychology (6 credit hours); - Childhood Development (3 credit hours); - Developmental Psychology Adolescence to Old Age (3 credit hours); - Introductory Statistics (3 credit hours); - English Literature (6 credit hours). <p>Human Physiology must have been completed within five years of application; all other pre-requisite courses need to have been completed within the last 10 years or the equivalency within higher level courses.</p> <p>A list of pre-requisite courses and equivalents is available from:</p> <p>http://www.umanitoba.ca/faculties/medicine/units/medrehab/pt/pt_mpt_eligibility.html</p> <p>Selected eligible applicants are interviewed and are ranked within their priority group as listed above, using a weighting of:</p> <ol style="list-style-type: none"> 1. 60% based on the GPA of pre-requisite courses (GPAPC); and 2. 40% based on the Multiple-Mini Interview (MMI) score. <p>The MMI is a series of mini-interviews lasting 10 minutes each. The MMI evaluates non-cognitive attributes important for success in the health sciences, such as, critical thinking, ethical/moral decision making, self-evaluation, communication, cultural sensitivity and empathy.</p> <p>GPAPC scores and MMI scores are converted into standardized z-scores before being combined into an overall ranking score. Information on the MMI can be found at www.umanitoba.ca/medrehab/media/pt_mmi_presentation.pdf.</p> <p>In order to pass the MMI, the applicant must:</p> <ol style="list-style-type: none"> 1. pass a minimum of six of the eight stations. A "pass" on an individual station constitutes a score of 4 or more on a 7-point scale; 2. attain a minimum interview score of 32/56 (57%) based on a grading scale of 1-7; and 3. maintain confidentiality in regards to the content of the MMI. A breach of confidentiality constitutes an automatic failure of the MMI.
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	<p>Successful applicants who accept an offer of admission to the Master of Physical Therapy program must submit the following documentation to the department within the first 6 weeks of classes of the year in which they are admitted:</p> <ul style="list-style-type: none"> • Child Abuse Registry Check; • Adult Abuse Registry Check; • Criminal Record including Vulnerable Sector Check; • Completed Health Examination Form and Immunization Record Form; • Current Level C certification in Basic Rescuer Cardio Pulmonary Resuscitation (CPR); • Certificate of attendance to a Winnipeg Regional Health Authority PHIA (Personal Health Information Act) orientation session; • Certificate in Emergency First Aid is strongly recommended but not required. <p>No student will be allowed to participate in clinical fieldwork education without this documentation.</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 department/unit, the department/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 four (4) year degree in the major department/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 department/unit and may follow the department/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 department/unit's supplemental regulations, plus a thesis or practicum is required. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the department/unit's supplemental regulations indicate</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 for MPT program.</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 department/unit Head. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.</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><u>Voluntary Withdrawals</u> Voluntary withdrawals from either academic or clinical courses are not normally permitted. In special circumstances (illness, compassionate reasons) an authorized withdrawal may be granted.</p> <p>Students will not normally receive a monetary refund for VW courses as payment to the University for the MPT Program is determined on a “program fee” basis rather than on a “course fee” basis.</p>
<p>4.7.2 Lapse of Credit of Courses</p> <p>Courses completed more than seven (7) years prior to the date of awarding of a degree may not normally be used for credit toward that degree. A department or unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case-by-case basis, must be accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content.</p> <p>Courses completed more than ten (10) years prior to the date of awarding of a degree can not be used for credit toward that degree.</p> <p>In the event that course-work is no longer considered current, students must take additional course-work (as recommended by the Department/Unit Head, or designate, and as approved by the Dean of the Faculty of Graduate Studies) to meet the minimum credit hour requirements for their program.</p>	<p><i>Note: Lapse of course credit is now 7 years.</i></p>
<p>4.7.3 Academic Performance</p> <p>Student progress shall be reported at least annually, but no more than once every four (4) months, 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 and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two (2) consecutive “in need of improvement” or an “unsatisfactory” rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.</p>	<p><i>Is a reference to section 2.1 necessary?</i></p>
<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. Departments/units may</p>	<p><i>Is a reference to section 2.3 necessary?</i></p> <p>The MPT program is a 103-credit hour program of required courses. The curriculum plan includes an integrated lock-step schedule of academic and</p>

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 department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

clinical experience components. Students are required to complete each academic and clinical component from first to last in the order scheduled by the department.

Deficient Grades

Academic Courses:

Students who obtain a grade less than C+ in an academic course may be provided with the opportunity to address the deficiency, through a supplemental exam. The passing grade of B (3.0) on the supplemental exam is required to continue in the program. Even if a student scores a grade of "B" or higher on the supplemental exam, a "C+" is the highest grade that will be entered for the course. Even if a student receives a grade higher than B on the supplemental exam, a grade of "C+" will be entered for the course. Students will not be granted more than 2 supplemental exam privileges for the duration of the program.

Students will bear the additional costs associated with **every** supplemental examination. Students will be required to withdraw from the program under the following circumstances:

1. Supplementary privileges are denied;
2. A minimum grade of B (3.0) is not achieved in the supplemental exam.

Clinical Fieldwork Education Courses:

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

Progression into Subsequent Clinical Fieldwork Placement Course(s):

Because clinical fieldwork education courses of the program are closely juxtaposed to academic components, students are permitted to proceed into clinical fieldwork education courses without having received official final grades in preceding academic course work.

Consideration for proceeding to clinical fieldwork courses:

1. Where the clinical fieldwork education course begins prior to the completion of academic coursework:

A student who has not demonstrated an accumulative progression of a grade of C in the *preceding clinical skills* course(s) shall not

	<p>progress to clinical fieldwork education courses;</p> <p>2. <u>Where the clinical fieldwork education course(s) begins immediately following academic coursework:</u></p> <p>A student who fails an academic course will not be permitted to proceed with clinical fieldwork education courses.</p> <p>Upon successful completion of the failed academic course, the student will be permitted to proceed with the clinical fieldwork education course.</p>
<p>4.7.5 Performance not related to Coursework</p> <p>In some departments/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 department/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 department/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><u>Professional Behavior</u></p> <p>As an entry to practice professional degree program, there are program expectations designed to ensure that students in the program are developing the competencies and accountability standards that reflect the public expectation of practicing professionals in the field. As such, students are expected to take responsibility for their learning and to document their progress in a portfolio, and to adhere to policies of attendance and participation related to classes and clinical fieldwork education courses.</p> <p>Any student who demonstrates behavior with respect to other students, colleagues, faculty, clients or the general public that is exploitative, irresponsible, or destructive or unsafe in connection with any work engaged in while enrolled in the program will be subject to discipline as described in the University of Manitoba Student Discipline By-Law.</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 departments/units may have additional specific requirements for graduation and students should consult department/unit supplemental regulations for these specific requirements.</p>	

Report of the Faculty Council of Graduate Studies on Course, Curriculum and Regulation Changes

Preamble

1. The Faculty of Graduate Studies (FGS) has responsibility for all matters relating to the submission of graduate course, curriculum, program and regulation changes. Recommendations for such are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. This report identifies a correction to a proposal originally approved by Senate at its meeting of February 6, 2019 for the Asper School of Business Master of Business Administration (MBA).

Observations

1. The **Asper School of Business** proposes to correct its minimum MBA AEPUCE English Language Test score as follows, which was originally approved at the December 13, 2018 meeting of the Faculty Council of Graduate Studies:

Erroneous proposal: AEPUCE – 85% if entering AEPUCE with an IELTS of 6.5

Correct proposal: AEPUCE – 85% if entering AEPUCE with an IELTS of **6.0**

Recommendations

Faculty Council of Graduate Studies recommends THAT the correction to the program change from the unit listed below be approved by Senate:

Asper School of Business

Respectfully submitted,

Dr. Todd A. Mondor, Chair
Faculty Council of Graduate Studies

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

<p>1.1.4 Transcripts</p> <p>Unofficial copies of transcripts and final degree certificates are acceptable for initial assessment purposes. Upon admission to the Faculty of Graduate Studies, applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the Faculty of Graduate Studies, within one (1) month of date on the admission letter. All transcripts must arrive in sealed, university-stamped envelopes sent directly from the issuing institution(s) and be accompanied by official and literal English translations (where applicable). For international degrees or where the transcripts does not or will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required.</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 English translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution.</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>A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a high school diploma or university degree from Canada or one of the countries listed on the English Language Proficiency Test Exemption List (see next section). The Faculty of Graduate Studies requires a passing, acceptable English Language Test score in order to offer admission. Please note: In all cases, test scores older than two (2) years are invalid.</p> <p>Thresholds required for successful completion are indicated in parentheses.</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 (567); Internet based -iBT (86; minimum score of 20 in each of reading, writing, listening and speaking categories) Canadian Test of English for Scholars and Teachers (CanTEST) (band 4.5 in listening and reading and band 4.0 in writing and oral interview) International English Language Testing System (IELTS) (6.5) Academic English Program for University and College Entrance (AEPUCE) (65%) Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset) PTE Academic (61% overall) 	<p>Asper School of Business MBA English Language Proficiency requirements are:</p> <p>IELTS 7.0 (no band score less than 6) TOEFL 100 (internet); 600 (paper-based) MELAB 85 CAEL 60 PTE (A) 65 CanTEST 4.5 in all four sections AEPUCE – 85% if entering AEPUCE with an IELTS of 6.0</p> <p>Starting in Winter 2015, all students admitted with an English language proficiency test score of less than 5 on the speaking section of the IELTS or less than 25 on the speaking section of the TOEFL (or equivalent on other accepted tests) will be required to take part in a mandatory conversational skill assessment (and subsequent tutorials, as deemed necessary) administered by the English Language Centre at the University of Manitoba. The cost of the assessment and subsequent tutorial will be the responsibility of the student.</p>